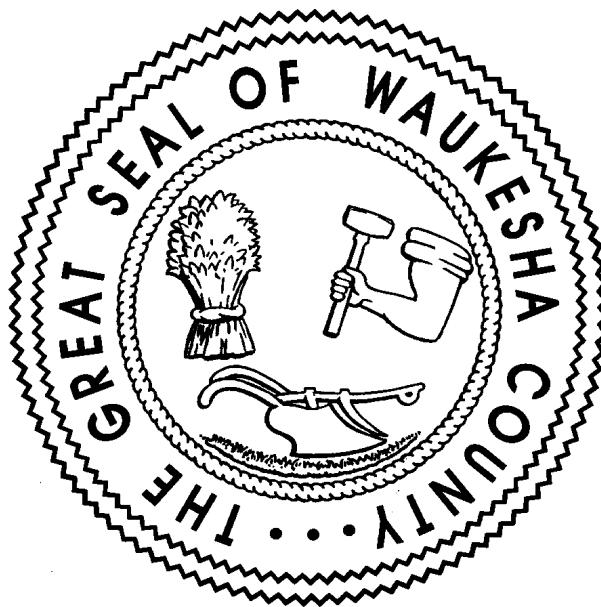


# Waukesha County

## *Guide To Permits, Licensing and Development Services*



January 2003

USE ARROW ICONS TO NAVIGATE WITHIN DOCUMENTS

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This *Guide* has been developed to present the approval processes required by Waukesha County for various land use, development or alteration projects. It is recommended that you also consult your local unit of government for any additional requirements. **CLICK ON THE BLUE TEXT FOR THE DIVISION OR SECTION YOU WISH TO VIEW.**

# **1**

## **Land Use and Construction Approvals**

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## *Access to County Trunk Highway*

### *Private Driveway Permit* ([Click Here To Go Back To Table of Contents](#))

**WHEN:** Constructing a new driveway or modifying an existing driveway to a County Trunk Highway.

**WHY:** The purpose is to promote the orderly and safe movement of vehicles in and out of private properties with minimum interference to through highway traffic, and to control the use of drainage structures which may be necessary to preserve the physical structure of the highway. The standards for permitting access are contained in the *Waukesha County Code, Chapter 24 - Roads and Bridges*, available in the office of the Waukesha County Clerk.

**WHO:** The Waukesha County Public Works Department issues access permits. See *Staff that can Help* Section for the appropriate staff.

**HOW:** Applicant must submit a complete application and fee to the Waukesha County Public Works Department.

#### **A COMPLETED APPLICATION MAY INCLUDE THE FOLLOWING, DEPENDING ON THE SCOPE OF THE PROJECT:**

- ▶ Driveway Access Permit Application form
  - Name, address and phone number of the applicant
  - Address of driveway, if different
  - Location of the driveway (highway, side of road, municipality, and description of location using local landmarks)
  - Type of driveway requested (Single family or farm, commercial / industrial / institution, and commercial / industrial / institutional more than 100,000 gross floor area)
  - Width of the frontage on the County Trunk Highway and the width of the driveway requested
- ▶ A copy of a plat or Certified Survey Map and site drawing
- ▶ Applicant must stake the location of the driveway in the field

#### **FEE**

- ▶ See Public Works Department fee schedule.

#### **VARIANCE OR APPEAL**

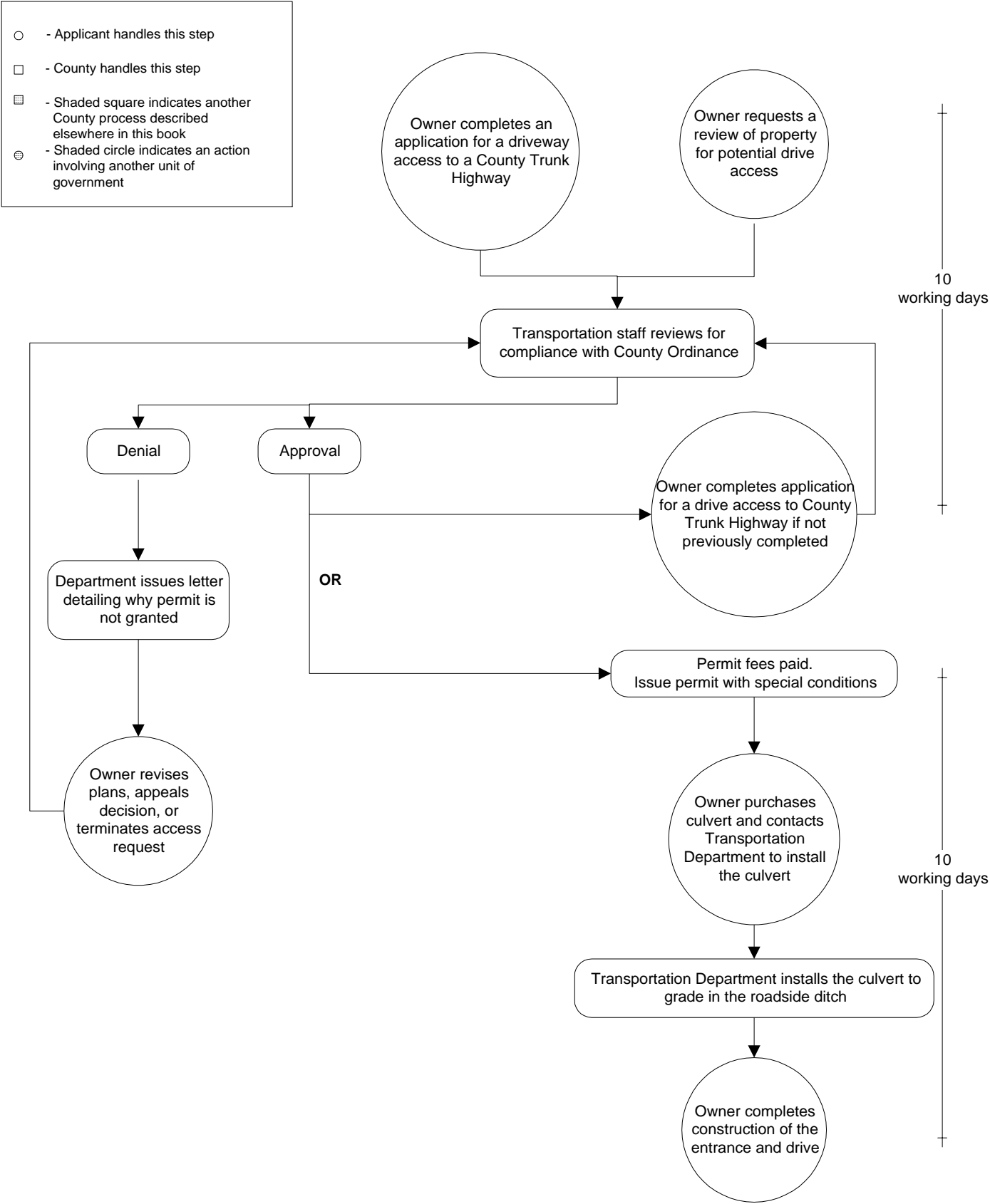
- ▶ Any applicant for a permit is entitled to pursue an appeal pursuant to the *Waukesha County Code, Chapter 2, Section 704*, by contacting the Director of the Public Works Department.

**TIME:** ▶ The review of the application by the Waukesha County Public Works Department staff is normally completed within ten working days of receiving the application.

**NOTE:** ▶ It is recommended that a presubmittal conference be held with the Public Works Department engineering staff. The conference will provide a preliminary review of the proposed driveways location, drainage, safety, spacing and existing access control prior to formal submittal of the application. See Section 3 for the appropriate staff.

▶ A Conditional Use Permit from the Department of Parks and Land Use - Planning Division or a Construction Erosion Control Permit from the Department of Parks and Land Use - Land Conservation Division may be necessary for grading activities within 1000 feet of a lake or 300 feet of a river or stream in any unincorporated area and in townships under County Zoning Jurisdiction. See Section 3 for the appropriate staff.

- ▶ The construction or alteration of a driveway may also be subject to local zoning codes. Contact the Waukesha County Department of Parks and Land Use - Planning Division or your Town. See Sections 3 and 5.
- ▶ Applicants should always contact Diggers Hotline at 1-800-242-8511 prior to any construction
- ▶ activity.



## ***Public Road Construction or Alteration Permit***

- WHEN:** Constructing a new public road intersection or modifying an existing roadway intersection on a County Trunk Highway.
- WHY:** The purpose is to promote the orderly and safe movement of vehicles on the Public Works network with minimum interference to through highway traffic, and to control the use of drainage structures which may be necessary to preserve the physical structure of the highway. The standards for permitting access are contained in the *Waukesha County Code, Chapter 24 - Roads and Bridges*, available in the office of the Waukesha County Clerk.
- WHO:** The Waukesha County Public Works Department issues access permits. See *Staff that can Help Section* for the appropriate staff.
- HOW:** Applicant must submit a complete application and fee to the Waukesha County Public Works Department.

### **A COMPLETED APPLICATION MAY INCLUDE THE FOLLOWING, DEPENDING ON THE SCOPE OF THE PROJECT:**

- ▶ Public Road Access Permit Application form
- Name, address and phone number of the applicants and the engineer or architects responsible for the design of the roadway
  - The location and name of the public road (county highway, municipality, the name of the subdivision and the number of lots)
  - Type of development being served by a new subdivision (Single family, multi-family, or commercial / industrial)
  - Width of the subdivision frontage on the County Trunk Highway and the width of the new public road
- ▶ Applicant must stake the location of the driveway in the field.

### **FEE**

- ▶ See Public Works Department fee schedule.
- ▶

### **VARIANCE OR APPEAL**

- ▶ Any applicant for a permit is entitled to pursue an appeal pursuant to the *Waukesha County Code, Chapter 2, Section 704*, by contacting the Director of the Public Works Department.

- TIME:** ▶ The review of the application and/or plans by the Public Works Department staff is normally completed within ten working days of receiving the application. The plans may be returned to the owner for revision.
- NOTE:** ▶ Applicants should always contact Diggers Hotline at 1-800-242-8511 prior to any construction activity.
- ▶ It is recommended that a presubmittal conference be held with the applicant, their engineers, and the Public Works Department engineering staff. The conference will provide a preliminary review of the proposed roadway before formal submittal of an application for access via a public road. See Section 3 for the appropriate staff.

- ▶ A Construction Erosion Control Permit from the Department of Parks and Land Use - Land Resources Division may be necessary before initiating grading. Contact the Land Resources Division for assistance. See Section 3 for the appropriate staff.

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- Applicant handles this step

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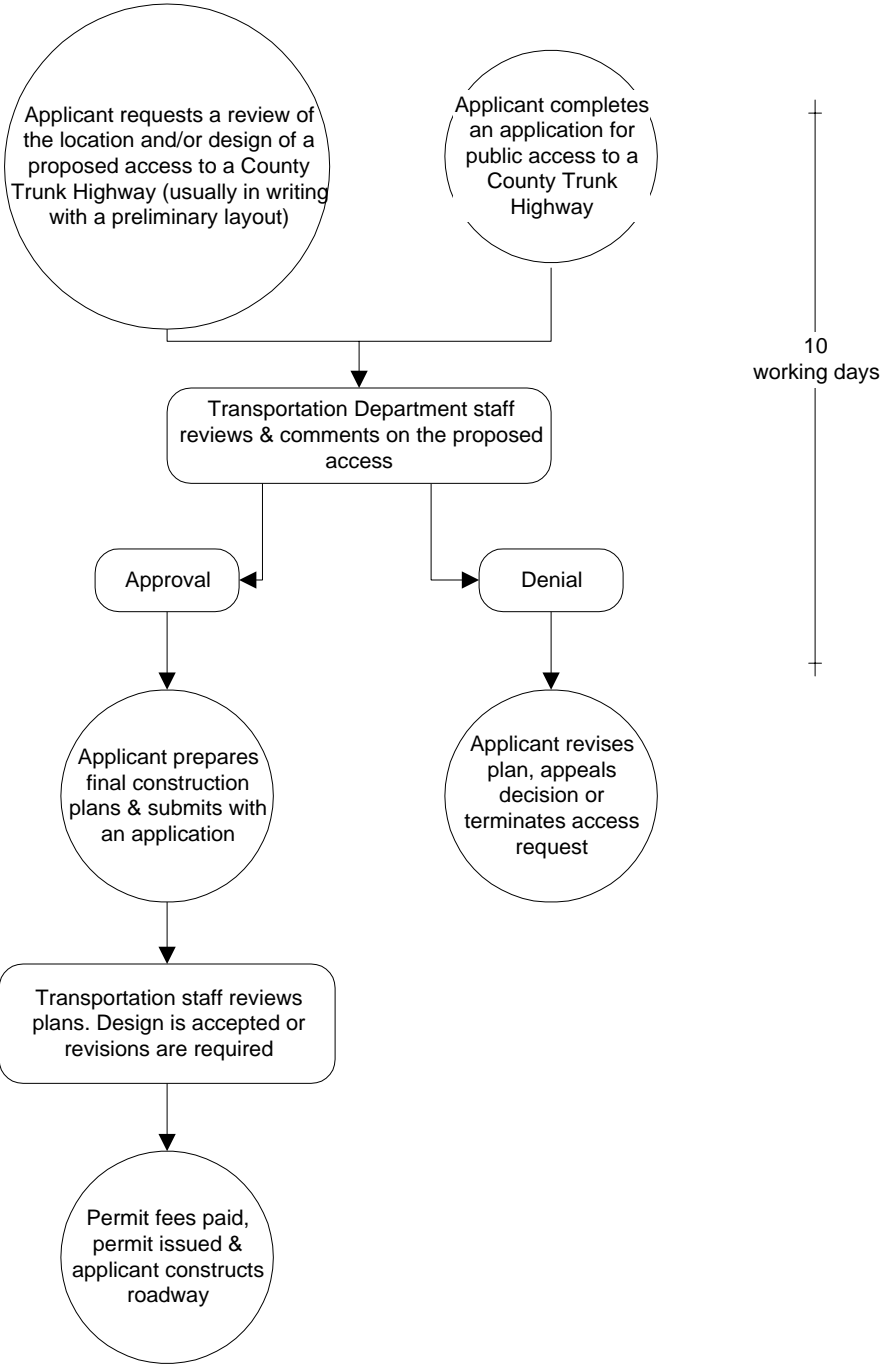
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## ***Animal Waste Management Permits*** [\(Click Here To Go Back To Table of Contents\)](#)

**WHEN:** Applicant intends to construct, install or alter an animal waste storage facility and apply the manure from the storage facility.

**WHY:** To prevent surface and ground water pollution and prevent the spread of disease pursuant to the *Waukesha County Animal Waste Management Ordinance - Appendix F of the Waukesha County Code*, available in the office of the Waukesha County Clerk.

**WHO:** The Waukesha County Department of Parks and Land Use - Land Resources Division issues permits. See *Staff Who Can Help Section* for the appropriate staff.

**HOW:** Submit a complete application and fee to the Land Resources Division.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ The number and kinds of animals
- ▶ A scaled site plan indicating:
  - locations of existing and proposed dwellings and buildings
  - locations of any wells
- ▶ Structural details of the proposed facility including dimensions and cross-sections
- ▶ Detailed soil investigation information with reference to ground water and bedrock presence
- ▶ An estimated construction time line
- ▶ A detailed plan of the manure transfer system
- ▶ Plans for the utilization of the manure including information on land availability, soil types and method and rate of application.

### **FEE**

- ▶ See Department of Parks and Land Use - Land Resources Division fee schedule.

### **VARIANCE OR APPEAL**

- ▶ An appeal of a decision made by the Land Resources Division must be made to the Board of Adjustment within twenty (20) days from the date of the staff's decision. Staff of the Land Resources Division will assist you with the appeals process.

**TIME:** ▶ An applicant can anticipate review of a permit application to be completed within fifteen (15) working days.

**NOTE:** ▶ A Preliminary Site Evaluation by the Department of Parks and Land Use - Environmental Health Division may be required. Contact the Environmental Health Division for assistance. See Section 3 for the appropriate staff.

▶ A Zoning or Conditional Use Permit from the Department of Parks and Land Use - Planning Division may be required. Contact the Planning Division for assistance. See Section 3 for the appropriate staff.

- ▶ Staff of the Land Resources Division or the USDA - Natural Resource Conservation Service (NRCS) are available to design the animal waste management facility and related systems.

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- Applicant handles this step

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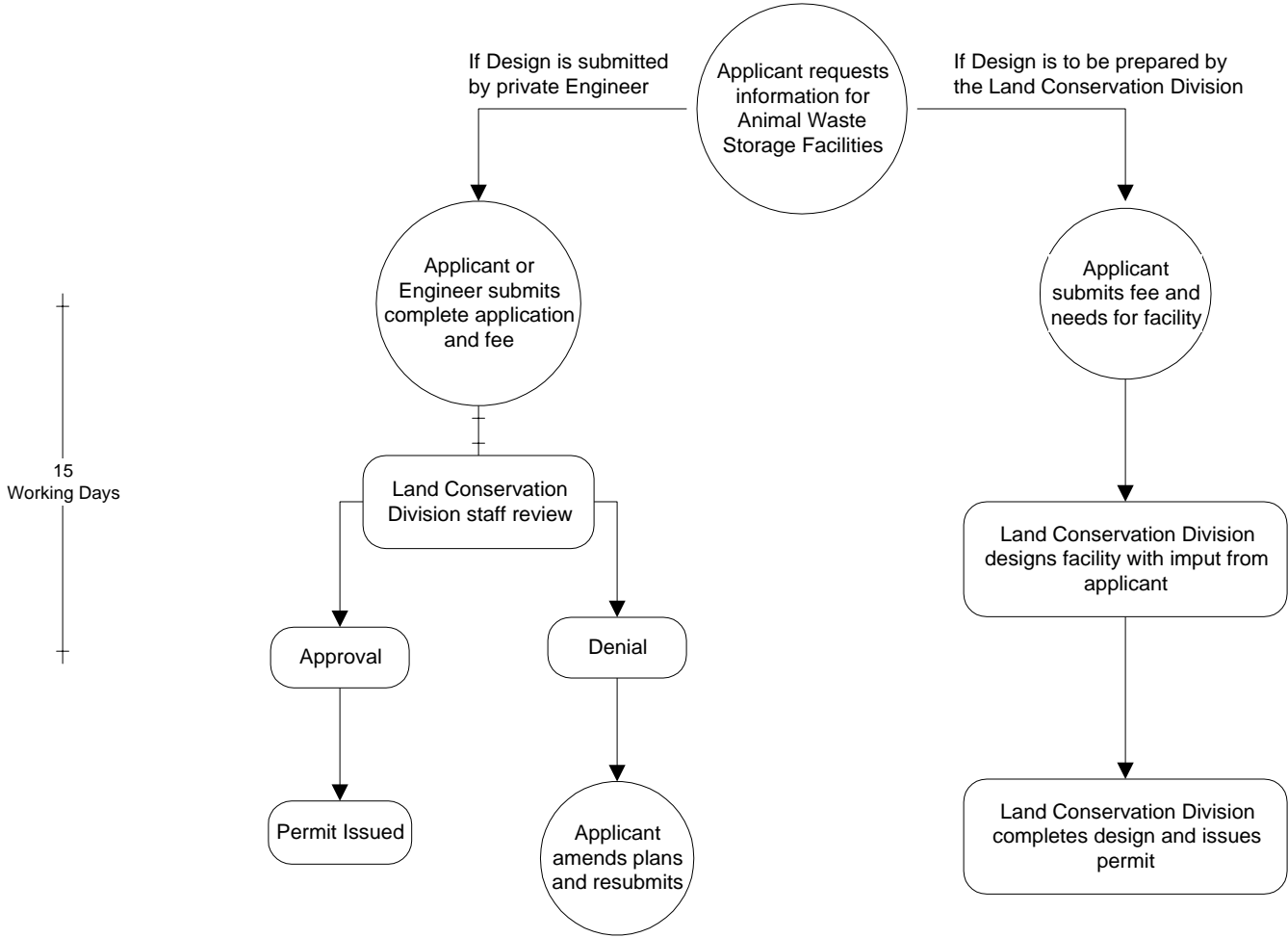
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## ***Certified Survey Maps (C.S.M.'s)*** ([Click Here To Go Back To Table of Contents](#))

- WHEN:** A land division within the unincorporated areas of the County, which is not defined as a subdivision that creates one or more parcels less than twenty acres in size located within 1000 feet of any lake or 300 feet from a river or stream or the landward side of the floodplain. A subdivision is considered the creation of more than two (2) lots under five (5) acres in five (5) years.
- WHY:** To determine compliance with the *Waukesha County Shoreland and Floodland Subdivision Control Ordinance - Appendix D of the Waukesha County Code*, available in the office of the Waukesha County Clerk.
- WHO:** The staff of the Waukesha County Department of Parks and Land Use - Planning Division is responsible for review. See Section 3 for the appropriate staff.
- HOW:** Applicant must submit a proposed certified survey map.

### **A COMPLETE SUBMITTAL SHALL CONSIST OF THE FOLLOWING:**

#### **PRELIMINARY**

- ▶ A scaled map showing access, right-of-way, topography, environmental corridors and lot dimensions
- ▶ Soil Boring Information

#### **FINAL**

- ▶ A map complying with *Section 236.34 of the Wisconsin State Statutes and 6.0 of the Waukesha County Shoreland and Floodland Subdivision Control Ordinance*.

#### **VARIANCE OR APPEAL**

- ▶ An applicant wishing a variance from the requirements of the Waukesha County Shoreland and Floodland Subdivision Control Ordinance must apply to the Waukesha County Park and Planning Commission.
- ▶ Any appeal of a decision made by the staff of the Planning Division must be made to the Park & Planning Commission within thirty (30) days of the said decision. Staff of the Planning Division will assist you with the appeals process.

- TIME:** ▶ An applicant can anticipate action on the **final certified survey map** within ninety (90) days of receipt.

- NOTE:** ▶ The proposed land division may require a permit from the Waukesha County Transportation Department. Contact the Transportation Department for assistance. See Section 3 for the appropriate staff.
- ▶ Most certified survey maps will require an approval by the Town Planning Commission and the Town Board to insure compliance with the township's land division control ordinance.
- ▶ A land division which does not abut or front on a public road and lies within the jurisdiction of the *Waukesha County Zoning Code* and/or the *Waukesha County Shoreland and Floodland Protection Ordinance* also requires Town and County Planning Commission Approval.

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- Applicant handles this step

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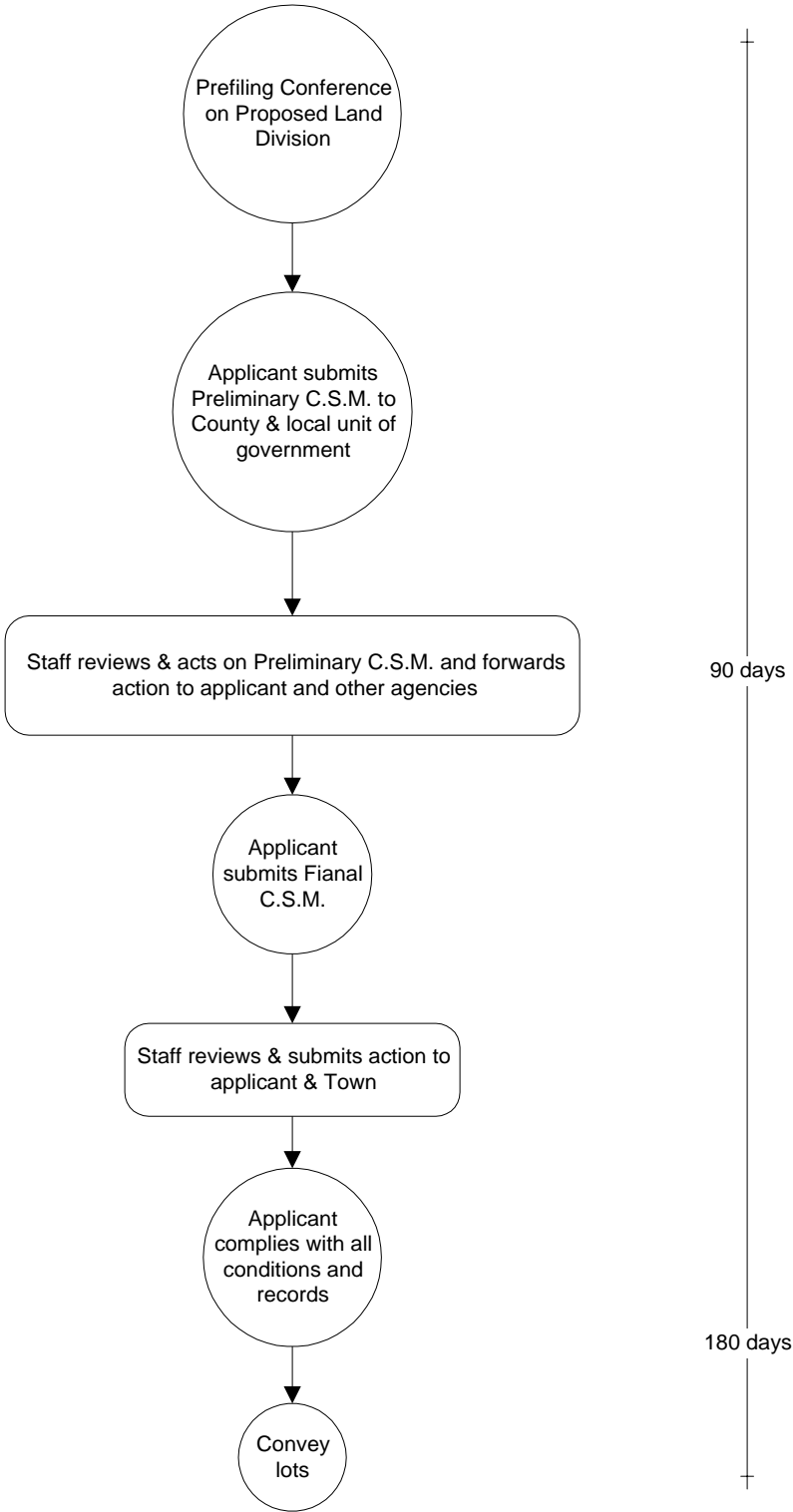
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## ***Conditional Use Permit Process*** ([Click Here To Go Back To Table of Contents](#))

**WHEN:** Conditional uses are uses which are not permissible by right in certain zoning districts, but which may be permitted by the terms of the zoning ordinance if certain conditions are met.

**WHY:** Certain uses and situations are unique and require separate review and approval through a conditional use process. These uses shall be evaluated in accordance with the *Waukesha County Zoning Code - Appendix A* and the *Waukesha County Shoreland and Floodland Protection Ordinance - Appendix B*, available in the office of the Waukesha County Clerk.

**WHO:** Both the Waukesha County Department of Parks and Land Use - Park and Planning Commission and the Town Planning Commission must approve the permit. Town Board Action is required for Quarries and Cemeteries. The Waukesha County Department of Parks and Land Use - Planning Division issues the permit when all appropriate conditions have been met. A copy is mailed to the applicant and the local building inspector. See Section 3 for the appropriate staff.

**HOW:** Applicant must submit a complete application and fee.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Petition for Conditional Use form
- ▶ Names and addresses of all property owners within 300 feet of the subject property. (Assistance can be obtained from staff)
- ▶ Three (3) copies of a scaled map in triplicate indicating location and dimensions, existing and proposed buildings and their uses
- ▶ Complete Site Plan and Plan of Operation form (See Site Plan and Plan of Operation process)

### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule in Section 7.

### **VARIANCE OR APPEAL**

- ▶ An appeal of a decision of the Town or County Planning Commission must be made to the circuit court within six (6) months of decision. Staff of the Planning Division will assist you with the appeals process.

**TIME:** ▶ An applicant can anticipate that the conditional use process will take approximately ten (10) weeks upon submittal of a complete application.

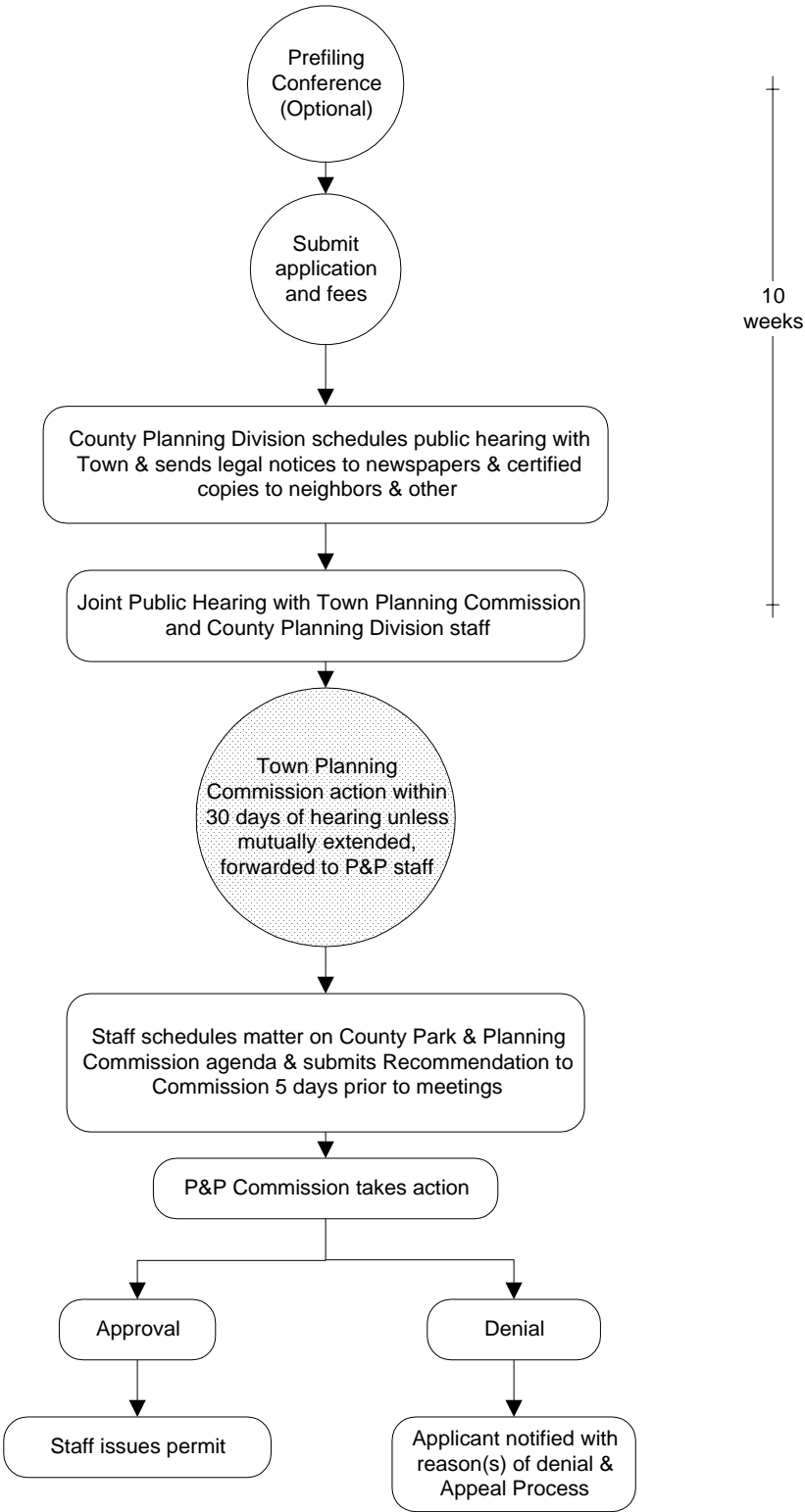
- ▶ Notice must be printed in the official County newspaper two (2) consecutive weeks and last notice must be seven (7) days before hearing. Contact the Planning Division for assistance.

**NOTE:** ▶ A Preliminary Site Evaluation or Sanitary Permit may be required from the Department of Parks and Land Use - Environmental Health Division. Contact the Environmental Health Division for assistance. See Section 3 for the appropriate staff.

- A Building Permit may be necessary from the local Building Inspector or Department of Commerce (DCOMM). Contact the local Building Inspector for assistance. See Section 5.
- ▶ A review and an approval by the Department of Natural Resources (DNR) and/or the Army Corp of Engineers (COE) may be required in a shoreland or wetland area. Contact the Army Corps of Engineers for assistance. See Section 5
- ▶ A Construction Erosion Control Permit from the Department of Parks and Land Use - Land Conservation Division may be necessary for grading activities within 1000 feet of a lake or 300 feet of a stream or river. Contact the Land Conservation Division for assistance. See Section 3 for the appropriate staff

- An Access Permit may be required from the Waukesha County Transportation Department or the Wisconsin Department of Transportation. Contact the Transportation Department for assistance. See Section 3 for the appropriate staff.

- Applicant handles this step
- County handles this step
- Shaded square indicates another County process described elsewhere in this book
- Shaded circle indicates an action involving another unit of government





## Construction Site Erosion Control & Stormwater Management Permits

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**WHEN:** Proposed land development activity that will expose soil to erosion (grading or filling) or increase stormwater runoff (add rooftops & pavement) and meets any of the following permit thresholds:

- 15 cubic yards excavation and/or fill in the shoreland zone (300' to river/1000' to lake)
- 400 cubic yards of excavation and/or fill in all other areas
- 300 lineal feet of new utility (unless plowed outside of ditch line)
- 3000 square feet disturbed ground for buildings and other grading/structures
- All new "subdivisions" (as defined by local codes)
- All new local road construction
- All sites where at least ½ acre of impervious surface is added to the landscape (rooftops, pavement, etc.)
- Other sites that may cause off-site sediment or stormwater runoff problems (as requested)

Erosion Control  
Plan Required

Stormwater Mgt.  
Plan also Required

**WHY:** To minimize water pollution, flooding, and other negative impacts of urbanization on downstream water resources (lakes, streams, wetlands & groundwater) and property owners. Aimed to control soil erosion and sedimentation during construction and manage the discharge of stormwater after an urban development is complete. Pursuant to *Waukesha County Code Chapter 11 – Construction Site Erosion Control & Stormwater Management*.

**WHO:** The Waukesha County Department of Parks and Land Use - Land Resources Division issues permits. See section 3 for the appropriate staff.

**HOW:** To obtain a permit, the applicant must prepare erosion control and/or stormwater management plans, as noted above. The contents of these plans depend on the size and complexity of the site. For erosion control plans on sites one acre or less, a short checklist of plan requirements is on the application form. For all stormwater management plans and erosion control plans for larger sites, published check lists and other technical guidelines are available. A submittal must include:

- Signed application (including a list of project contacts)
- **Permit FEE** (see fee schedule in section 7)
- Site map (see checklist)
- Erosion control plan (preliminary or final – see checklist)
- Stormwater management plan (preliminary or final – see checklist)
- Narrative/support materials explaining plan contents & designs, construction sequence, etc.
- Other applicable items, such as a stormwater facility maintenance agreement or performance bond

The county has adopted a policy that requires larger or more complex sites such as subdivision plats to submit preliminary erosion control and stormwater management plans and request a **Preliminary Review Letter** prior to asking for action on a preliminary plat or other zoning approvals. Obtaining conceptual/general review comments on these plans will help facilitate other plan review and approval processes. It also allows the applicant to proceed through those processes without committing the resources needed to complete final engineering designs and construction plans or line up contractors, which are all needed to obtain a permit.

### Variance or Appeal

- An appeal of a decision by Land Resources staff must be made in writing and submitted to the Board of Adjustment within 20 days of the date of decision. (Staff will assist you.)

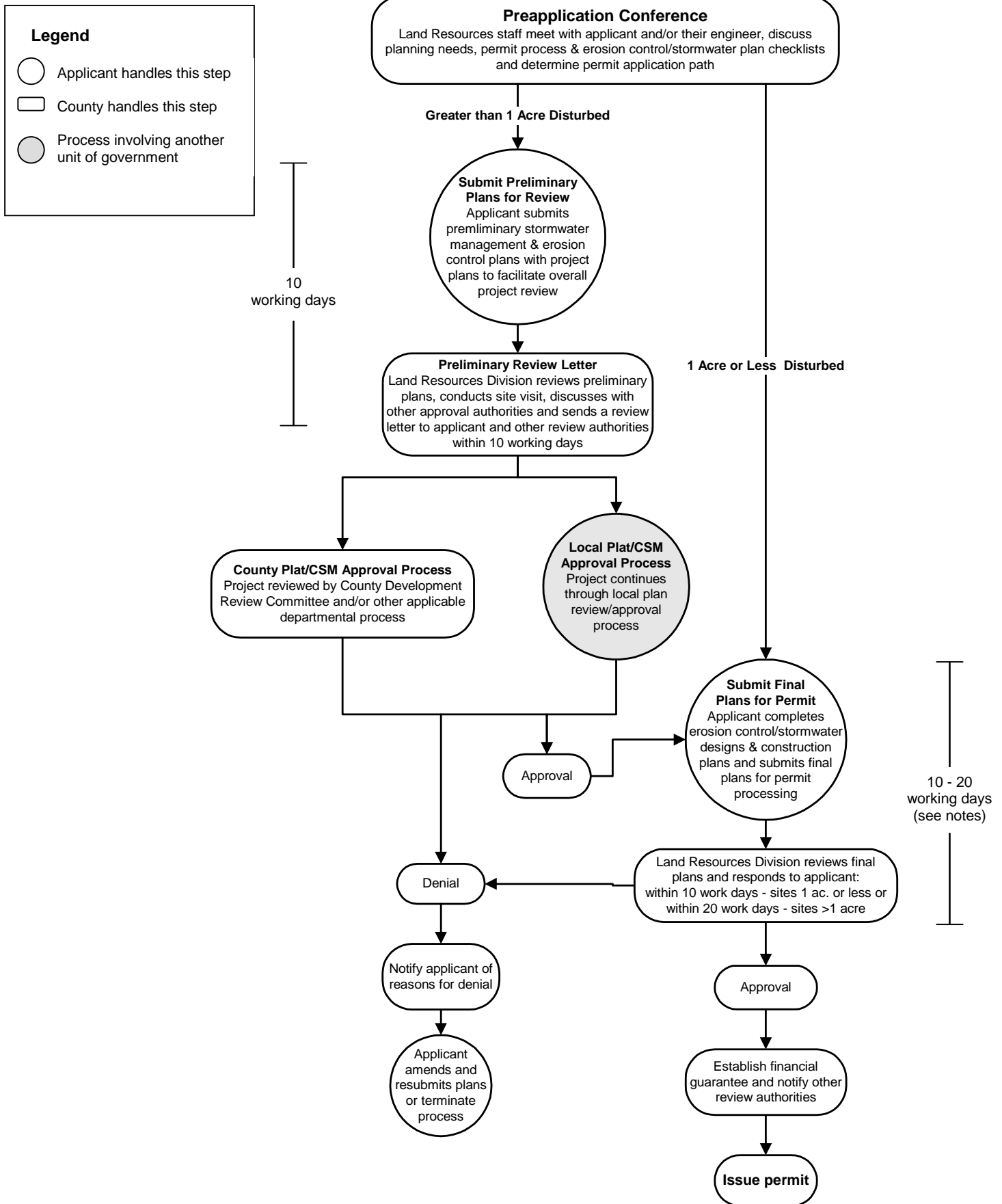
**TIME:** Staff must approve or deny applications within:

- 10 working days of submittal/resubmittal for sites that disturb 1 acre or less; or
- 20 working days of submittal/resubmittal for sites that disturb greater than 1 acre.

**NOTE:** Other permits from local, state or federal agencies may also be required. See contacts in section 5.

# Construction Site Erosion Control & Stormwater Management Permits

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## ***Licensing Establishment*** ([Click Here To Go Back To Table of Contents](#))

- WHEN:** Any person wishing to operate a facility or establishment regulated by the Waukesha County Code: Restaurants; Hotels/Motels; Tourist Rooming Houses; Bed and Breakfast; Public Swimming Pools; Recreational/Educational Camps; Campgrounds; Mobile Home Parks; Retail Food Establishments; and Commercial Stables; Supervisor of Riding; and Dance Halls.
- WHY:** To protect the public health and safety of citizens thereby maintaining high quality of life, pursuant to *Chapter 17 - Licenses and Taxation* and *Chapter 5 - Animals and Fowl - Waukesha County Code*, available in the office of the Waukesha County Clerk.
- WHO:** Waukesha County Department of Parks and Land Use - Environmental Health Division issues permit. See *Staff Who Can Help Section* for the appropriate staff.
- HOW:** Submit a complete application and fee to the Environmental Health Division.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

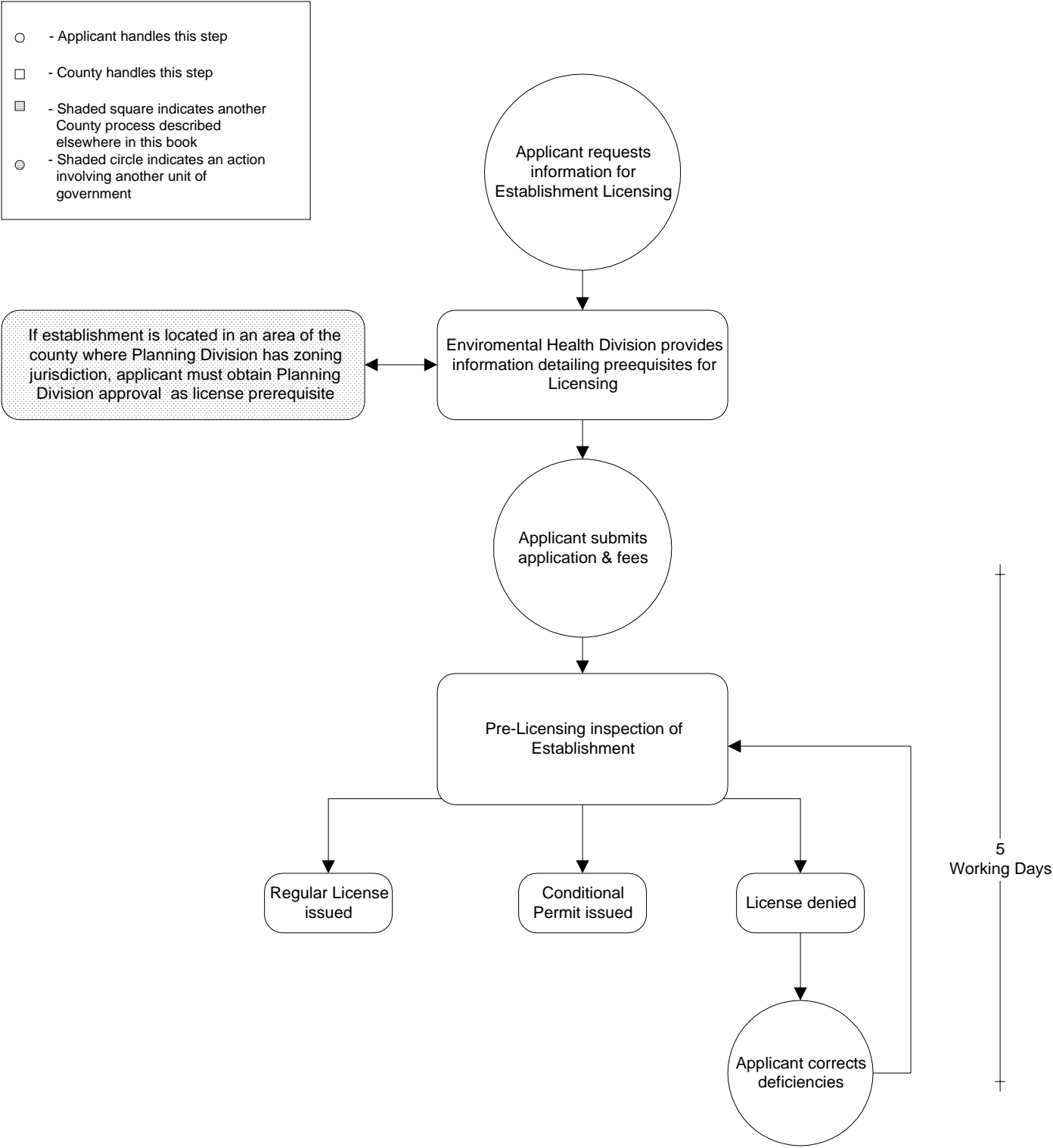
- ▶ Licensing Establishment Application form
- ▶ Copy of Plans if necessary
- ▶ Tax Key number
- ▶ Waukesha County Department of Parks and Land Use - Planning Division approval when necessary

### **FEE**

- ▶ Pre-Inspection fee and License fee, see Department of Parks and Land Use - Environmental Health Division fee.

- TIME:** ▶ License is generally processed within five (5) working days of receiving completed application. License period is from July 1st through the following June 30th and those licenses issued after April 1st are valid through next licensing period.

- NOTE:** ▶ Manure management plans may need to be approved by the Department of Parks and Land Use - Land Resources Division prior to issuance of stable licenses. Contact the Land Resources Division for assistance. See Section 3 for the appropriate staff.
- ▶ A Zoning Permit or Conditional Use Permit from the Planning Division may be needed in addition to the above licenses. Contact the Planning Division for assistance. See Section 3 for the appropriate staff.



## ***Preliminary Site Evaluation (P.S.E.)*** ([Click Here To Go Back To Table of Contents](#))

- WHEN:*** A Preliminary Site Evaluation (PSE) is required prior to the issuance of a zoning and/or building permit on properties served by a private sewage system whenever an increase in wastewater load occurs that is brought about by remodeling or a building addition, a change in use or when an accessory structure not connected to the private sewage system is proposed.
- WHY:*** A PSE is required to assure the existing private sewage system is operating properly and that minimum setback distances are maintained from the improvement to the existing sewage system, pursuant to Chapter 145 - *Wisconsin Statutes*, DCOMM 83 - *Wisconsin Administrative Code* and *Waukesha County Code - Chapter 28, Water and Water Quality*, available in the office of the Waukesha County Clerk.
- WHO:*** The Department of Parks and Land Use - Environmental Health Division performs the site evaluation. Following the evaluation, a letter recommending approval or denial of the improvement is sent to the owner, local building inspector and Waukesha County Department of Parks and Land Use - Planning if applicable. See *Staff Who Can Help Section* for the appropriate staff.
- HOW:*** Submit a complete application and fee to the Environmental Health Division.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Preliminary Site Evaluation Application form
- ▶ Plans or sketch of the proposed improvement
- ▶ Soil Test Report for Category C Type of improvements

### **FEE**

- ▶ See Department of Parks and Land Use - Environmental Health Division fee schedule.

- TIME:*** ▶ PSE completed applications are reviewed by Environmental Health Division and normally acted on within 10 working days.

- NOTE:*** ▶ Unless requested, PSE Applications are not required for improvements that involve reroofing, painting, wiring, residing, window replacements or replacement of equipment or appliances.
- ▶ A PSE is required for a Zoning Permit and or a building permit.

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- Applicant handles this step

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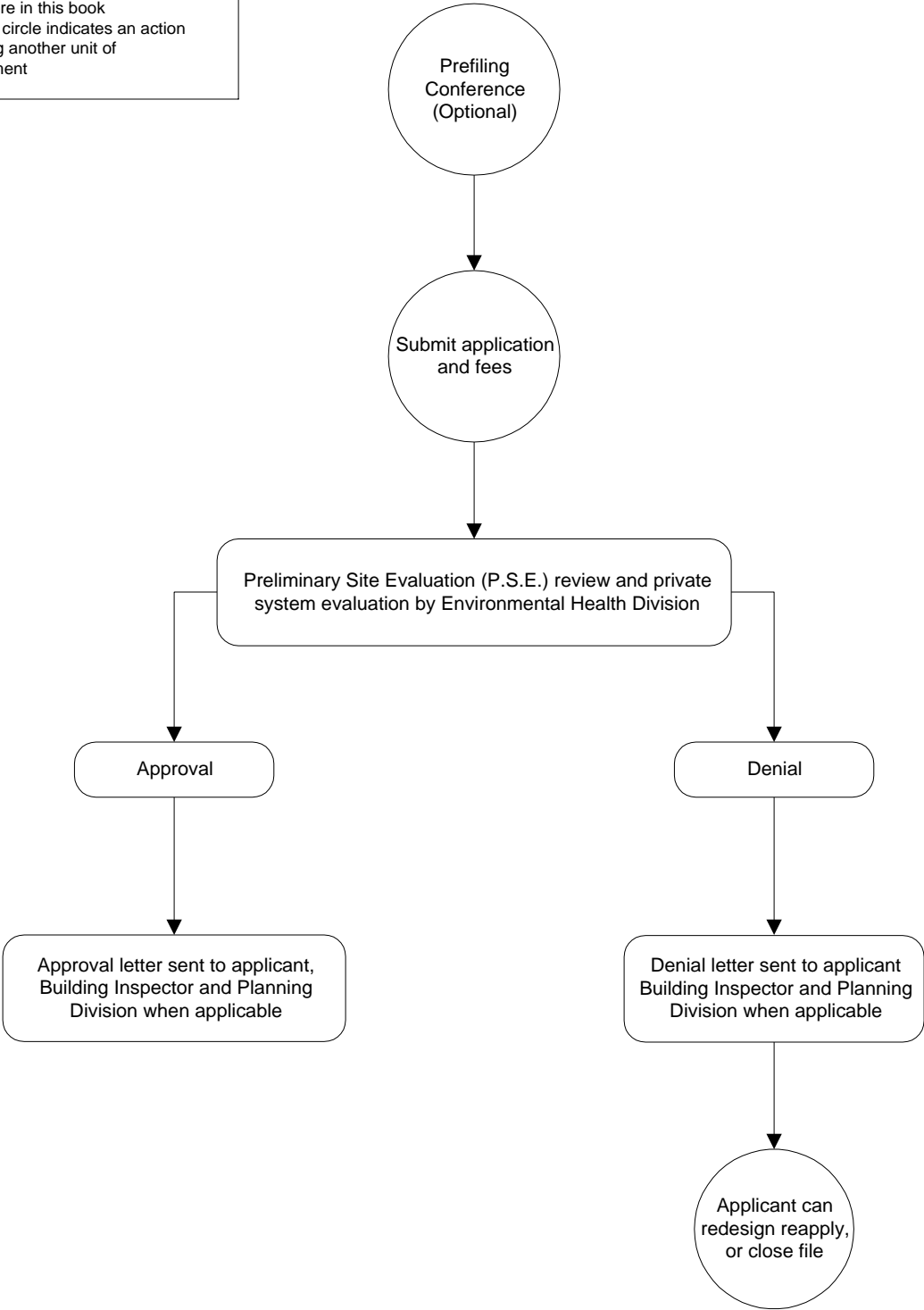
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10  
Working Days

## ***Sanitary Permit Process*** ([Click Here To Go Back To Table of Contents](#))

**WHEN:** A sanitary permit is required for the installation of any initial, modified, additional or replacement private sewage system servicing a public or private building.

**WHY:** A sanitary permit is required prior to the installation of the private sewage system and is necessary to assure that the private sewage system is installed in suitable soils, is properly located and adequately sized based on the building's existing or proposed usage, pursuant to *Chapter 145 - Wisconsin Statutes, DCOMM 83 - Wisconsin Administrative Code* and *Chapter 28, Water and Water Quality - Waukesha County Code*, available in the office of the Waukesha County Clerk.

**WHO:** The Waukesha County Department of Parks and Land Use - Environmental Health Division issues permits. See *Staff Who Can Help* for the appropriate staff.

**HOW:** The licensed plumber who is responsible for the private sewage system installation, completes and submits the sanitary permit application and fee to the Environmental Health Division.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Sanitary Permit Application form
- ▶ Original Soil and Site Evaluation Report
- ▶ Detailed plans of the proposed private sewage system design or a copy of Dept. Of Commerce approved plans (if applicable)
- ▶ For new construction, a survey showing the building stakeout completed by a registered land surveyor

### **FEE**

- ▶ See Department of Parks and Land Use - Environmental Health Division fee schedule.

### **VARIANCE OR APPEAL**

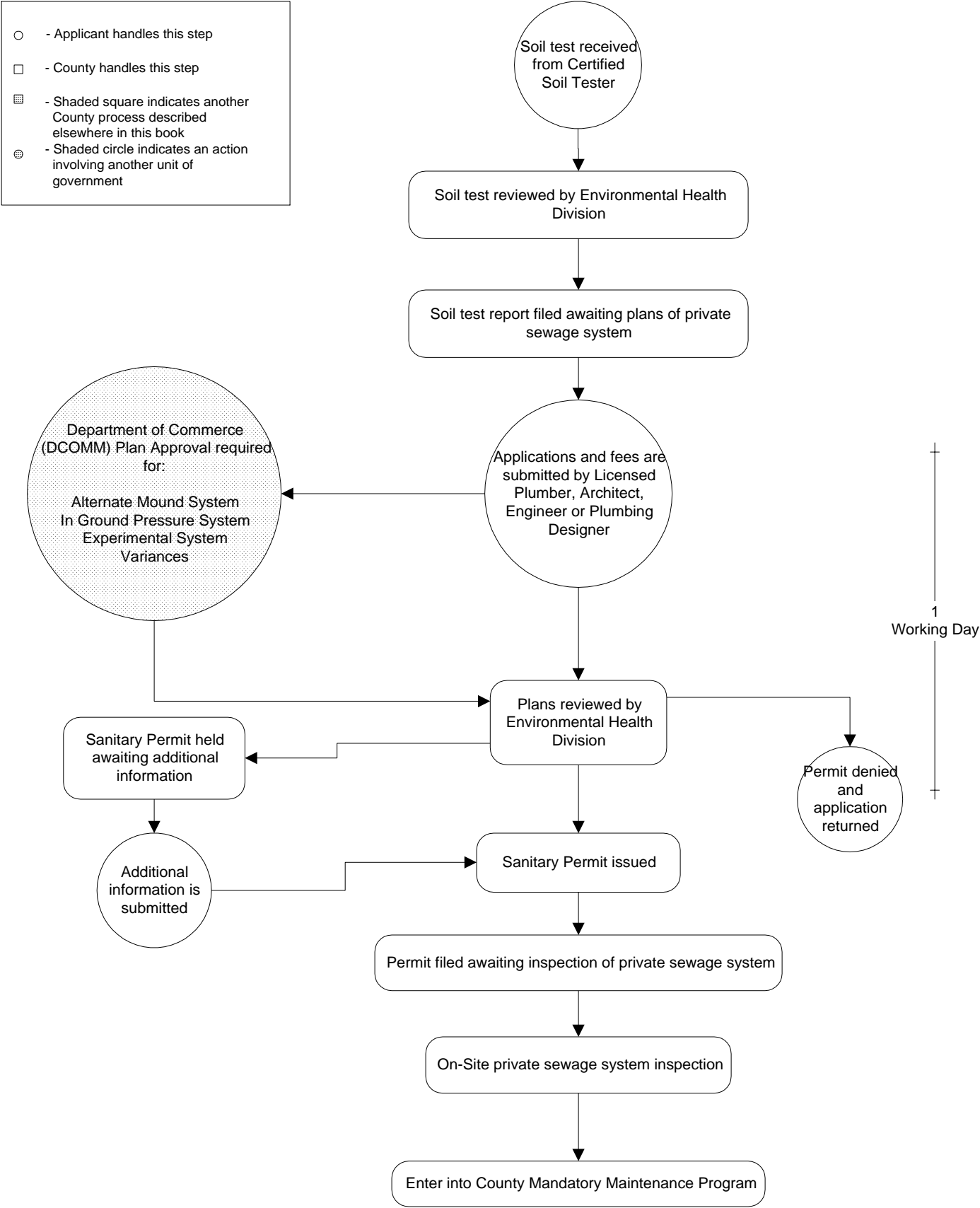
- ▶ The County has authority to regulate holding tank usage for new residential construction. For long-term holding tank usage, the owner may request an appeal to Waukesha County Land Use Parks and Environment Committee (L.U.P.E.) to allow utilization of a sewage holding tank. Staff of the Environmental Health Division will assist you in the appeal process.

**TIME:** ▶ A Sanitary Permit is generally issued the same day a completed application and review fee are received.

**NOTE:** ▶ Department of Commerce (DCOMM) plan approval is necessary for alternate mound systems, in ground pressure systems, experimental systems and for any variances granted. See Section 5 for the appropriate contact.

▶ All Sanitary Permits issued on July 1, 1979, or thereafter, are subject to a two (2) year maintenance program. All septic tanks and lift pump tanks shall be pumped and inspected at least once every two (2) years based on the final inspection date of the systems installation.

▶ The county Sanitary Permit is valid for two (2) years from the date of issuance and can be transferred and is renewable within the two (2) year period.





## ***Site Plan and Plan of Operation*** [\(Click Here To Go Back To Table of Contents\)](#)

- WHEN:** Applicant requests a change or expansion of a permitted use in a business, public or industrial district, or applies for a change of operator/owner or when applying for a conditional use in unincorporated areas.
- WHY:** To provide the town and county with a detailed description of the proposed use and serve as a basis to determine if the use complies with all requirements of the *Waukesha County Zoning Code* and *Waukesha County Shoreland and Floodland Protection Ordinance - Appendix A and B of the Waukesha County Code*, available in the office of the Waukesha County Clerk.
- WHO:** The Waukesha County Department of Parks and Land Use - Planning Division receives and reviews the application and schedules on the Waukesha County Park and Planning Commission agenda for county approval. The applicant is responsible for submitting the Site Plan and Plan of Operation form to the Town Planning Commission to be placed on their agenda. Upon receipt of approval by the Town and County Planning Commissions and satisfaction of all conditions, a conditional use permit, and/or zoning permit, will be issued by the Planning Division staff. See *Staff Who Can Help Section* for the appropriate staff.
- HOW:** Applicant must submit a complete application and fee.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Plan of Operation form
- ▶ Site Plan
- ▶ Plan of Operation may require approval of the Department of Parks and Land Use - Environmental Health Division and appropriate building inspector certifying that the intended use of the structure complies with all applicable sanitary and/or building codes
- ▶ A scaled map or maps identifying all buildings, additions, designated parking areas, landscaping, signs, lighting, grading and stormwater management facilities, pier and mooring spaces, offstreet loading areas, and any other appropriate physical improvements.

### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule in Section 7.

### **VARIANCE OR APPEAL**

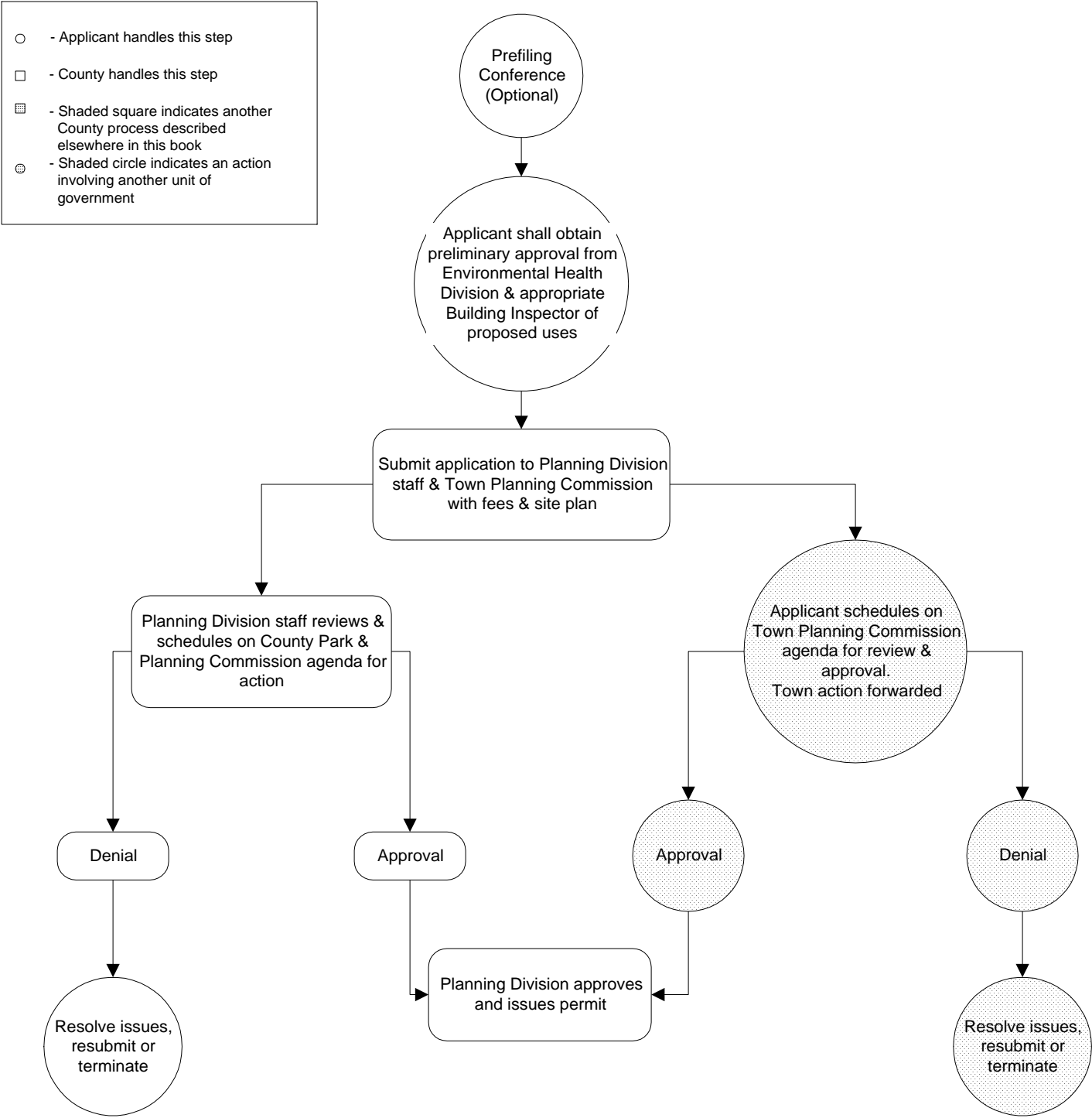
- ▶ An appeal from the Town or County Planning Commissions denial must be made to the circuit court within six (6) months of the decision. If in B-4 or BP Business District the appeal is forwarded to Waukesha County Park and Planning Commission before the six (6) month requirement. Contact the Planning Division for more information.

- TIME:** ▶ An applicant can anticipate that the completed Site Plan and Plan of Operation will be placed on the Waukesha County Park and Planning Commission agenda within three (3) weeks of receipt if associated with a permitted use in a business, public or industrial district; if associated with a conditional use permit, applicant can anticipate approximately ten (10) weeks.

- NOTE:** ▶ A Preliminary Site Evaluation may be required from the Department of Parks and Land Use - Environmental Health Division if not served by public sewer. Contact the Environmental Health Division for assistance. See Section 3 for the appropriate staff.
- A building permit may be necessary from the local Building Inspector or Department of Commerce (DCOMM). Contact the local Building Inspector for assistance. See Section 5.
  - A Zoning Permit may be necessary from the Department of Parks and Land Use – Planning Division if improvements are made to the structure or for land altering activities. Contact the Planning Division for assistance. See Section 3 for the appropriate staff.
  - An Access Permit may be necessary from the Waukesha County Transportation Department or the Wisconsin Department of Transportation. Contact the Transportation Department for assistance. See Section 3 for the appropriate staff.
  - A Construction Erosion Control Permit from the Department of Parks and Land Use – Land Resources

Division may be necessary before initiating grading activities. Contact the Land Resources Division for assistance. See Section 3 for the appropriate staff.

- Certain licenses (i.e. restaurant, daycare, stable) may be necessary. Contact the Environmental Health Division for assistance. See Section 3 for the appropriate staff.



## ***Subdivision Objection Authority*** [\(Click Here To Go Back To Table of Contents\)](#)

### ***Preliminary and Final Plat (City or Village)***

**WHEN:** An applicant creating a number of lots defined as a subdivision in the local *Land Division/Subdivision Control Ordinance*.

**WHY:** The local *Land Division/Subdivision Control Ordinance* requires the filing of a preliminary or final plat in accordance with *Section 236 of the Wisconsin State Statutes*.

**WHO:** The staff of the Waukesha County Department of Parks and Land Use - Planning Division is responsible for subdivision review. See *Staff That Can Help Section* for the appropriate staff.

**HOW:** Department of Administration (DOA) or local unit of government submits two (2) copies of the plat in accordance with *Section 236 of the Wisconsin State Statutes* and the local *Land Division/Subdivision Control Ordinance*.

#### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule.

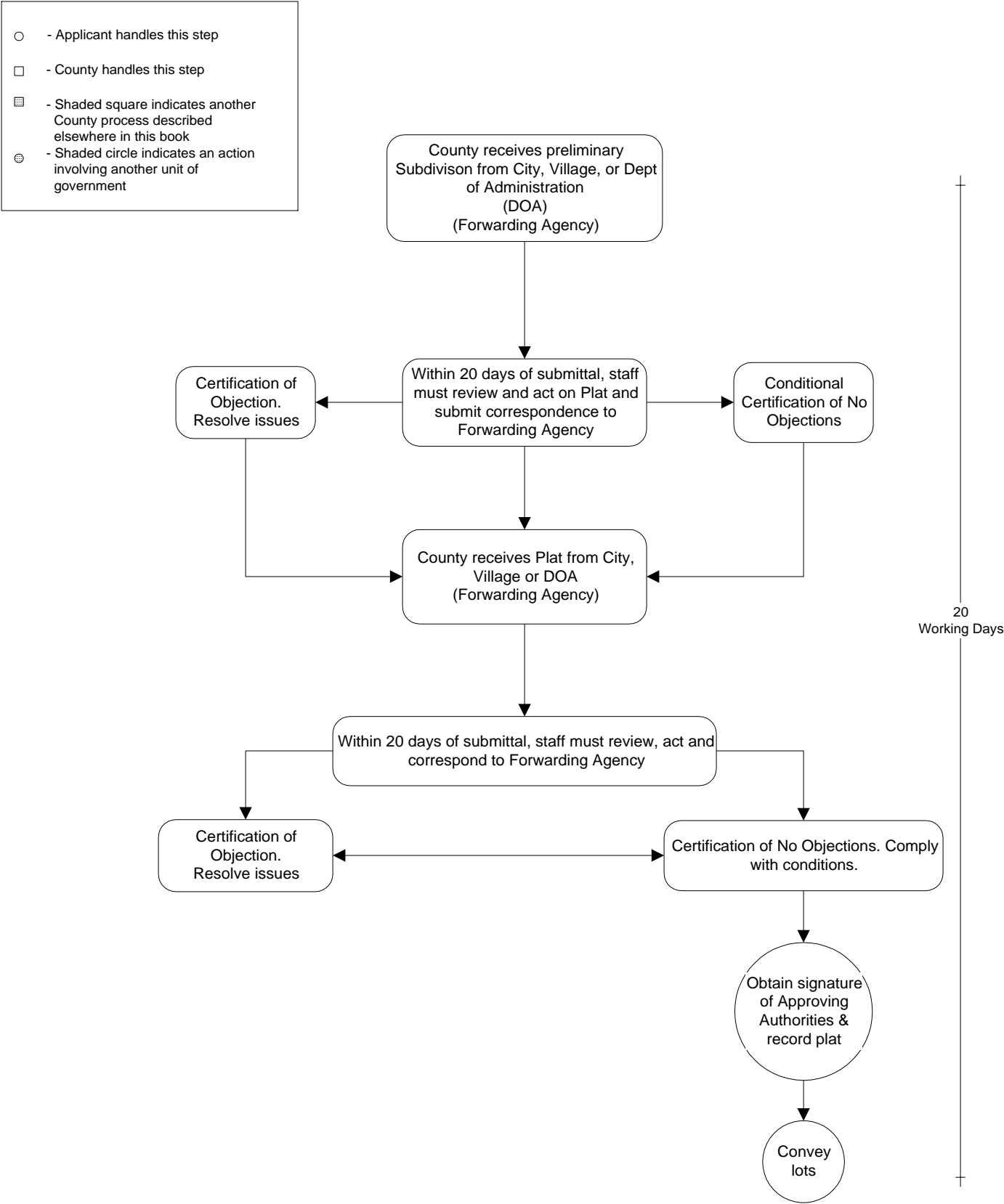
#### **VARIANCE OR APPEAL**

- ▶ An appeal of a decision of the staff of the Planning Division must be made to the Waukesha County Park & Planning Commission within thirty (30) days of the staff's decision. Staff of the Planning Division will assist you with the appeal process.

**TIME:** In accordance with *Section 236 of the Wisconsin State Statutes*, the Planning Division has twenty (20) days to act upon a Preliminary or Final Plat as an objecting agency.

#### **NOTE:**

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## ***Subdivision Approval Authority*** ([Click Here To Go Back To Table of Contents](#))

### ***Preliminary Plat (Towns)***

**WHEN:** An applicant creating a number of lots defined as a subdivision in the local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance*, available in the office of the Waukesha County Clerk.

**WHY:** The local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance* requires the filing of a Preliminary Plat in accordance with *Section 236 of the Wisconsin State Statutes*.

**WHO:** The staff of the Waukesha County Department of Parks and Land Use - Planning Division is responsible for subdivision review. See *Staff Who Can Help Section* for the appropriate staff.

**HOW:** Applicant or Town must submit a preliminary plat and fee.

#### **A PRELIMINARY PLAT SUBMITTAL SHALL CONSIST OF THE FOLLOWING:**

- ▶ Four (4) copies of the preliminary plat in accordance with the local and/or *Waukesha County Shoreland and Floodland Subdivision Control Ordinance*.
- ▶ Soil tests or a letter from Town Clerk certifying sewer availability.

#### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule.

#### **VARIANCE OR APPEAL**

- ▶ An appeal of a decision of the staff of the Planning Division must be made to the Waukesha County Park & Planning Commission within thirty (30) days of the staffs decision. Staff of the Planning Division will assist you with the appeal process.

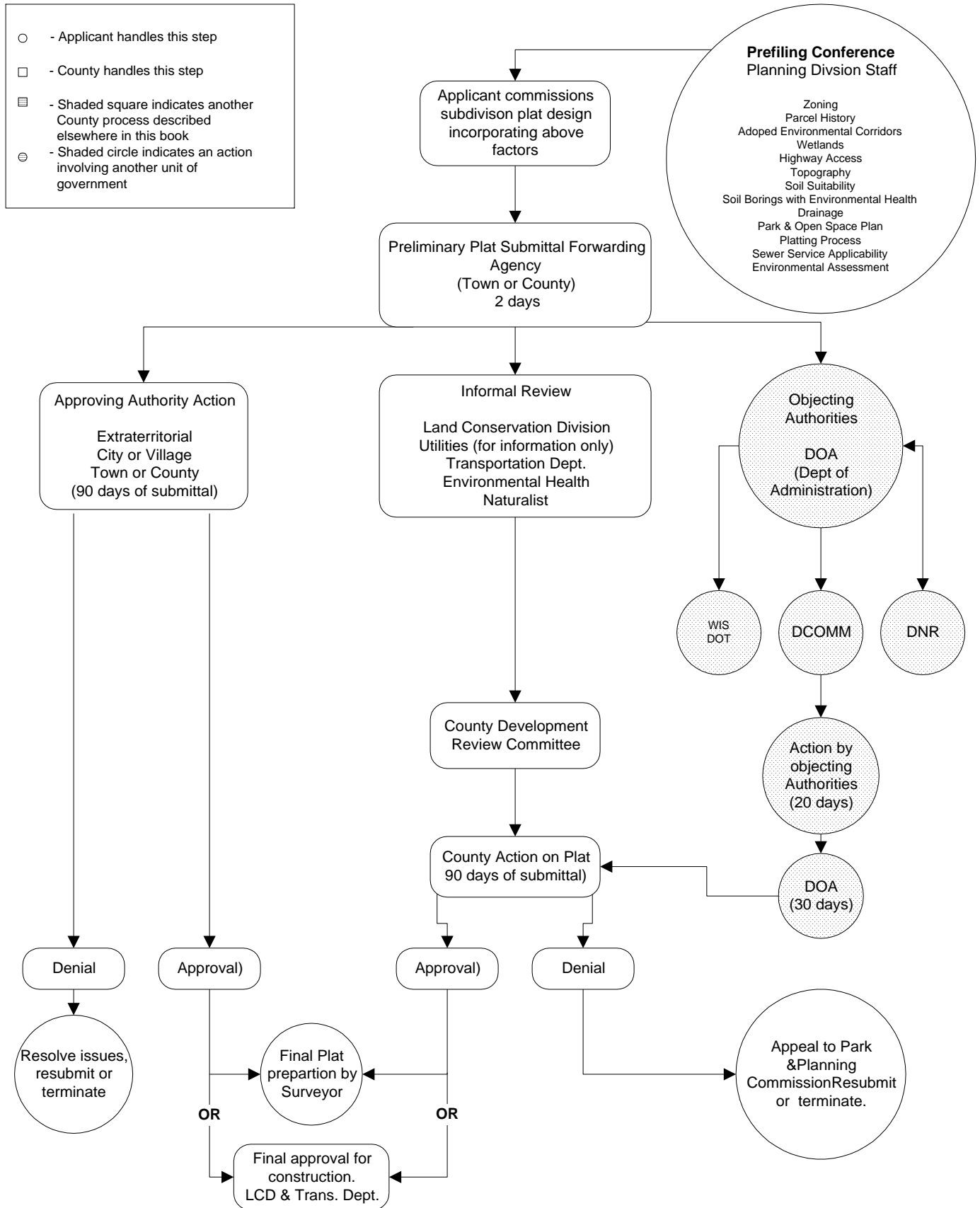
**TIME:** ▶ In accordance with *Section 236 of the Wisconsin State Statutes*, the County has ninety (90) days from date of submittal to review the preliminary plat.

**NOTE:**

- ▶ The plat shall be submitted to other agencies by either the town or the county.
- ▶ The County and Town which are an Approval Agencies may not take formal action on a preliminary plat until all Objecting Agencies have certified no objection.
- ▶ The Waukesha County Departments of Parks and Land Use and Transportation have created a staff Development Review Team. Conceptual subdivision plats can be submitted or presented to the Team for comment.
- ▶ The applicant is responsible for submitting to the forwarding agency (Town or County) sufficient copies of the plat for all reviewing agencies and Review and Fee Forms for State Agencies [ Department of Administration (DOA)].

# SUBDIVISION APPROVAL AUTHORITY-PRELIMINARY PLAT - TOWNS.VSD

[\(Click Here To Go Back To Table of Contents\)](#)



## **Subdivision Approval Authority** ([Click Here To Go Back To Table of Contents](#))

### **Final Plat (Towns)**

**WHEN:** An applicant creating a number of lots defined as a subdivision in the local and/or *Waukesha County Land Division/Subdivision Control Ordinance*, available in the office of the Waukesha County Clerk.

**WHY:** The local and/or *Waukesha County Land Division/Subdivision Control Ordinance* requires the filing of a Final Plat in accordance with *Section 236 of the Wisconsin State Statutes*.

**WHO:** The staff of the Waukesha County Department of Parks and Land Use - Planning Division is responsible for subdivision review. See *Staff Who Can Help Section* for the appropriate staff.

**HOW:** Applicant or Town submits four copies of the final plat in accordance with *Section 236 of the Wisconsin State Statutes* and local and/or *Waukesha County Land Division/Subdivision Control Ordinance*.

#### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule.

#### **VARIANCE OR APPEAL**

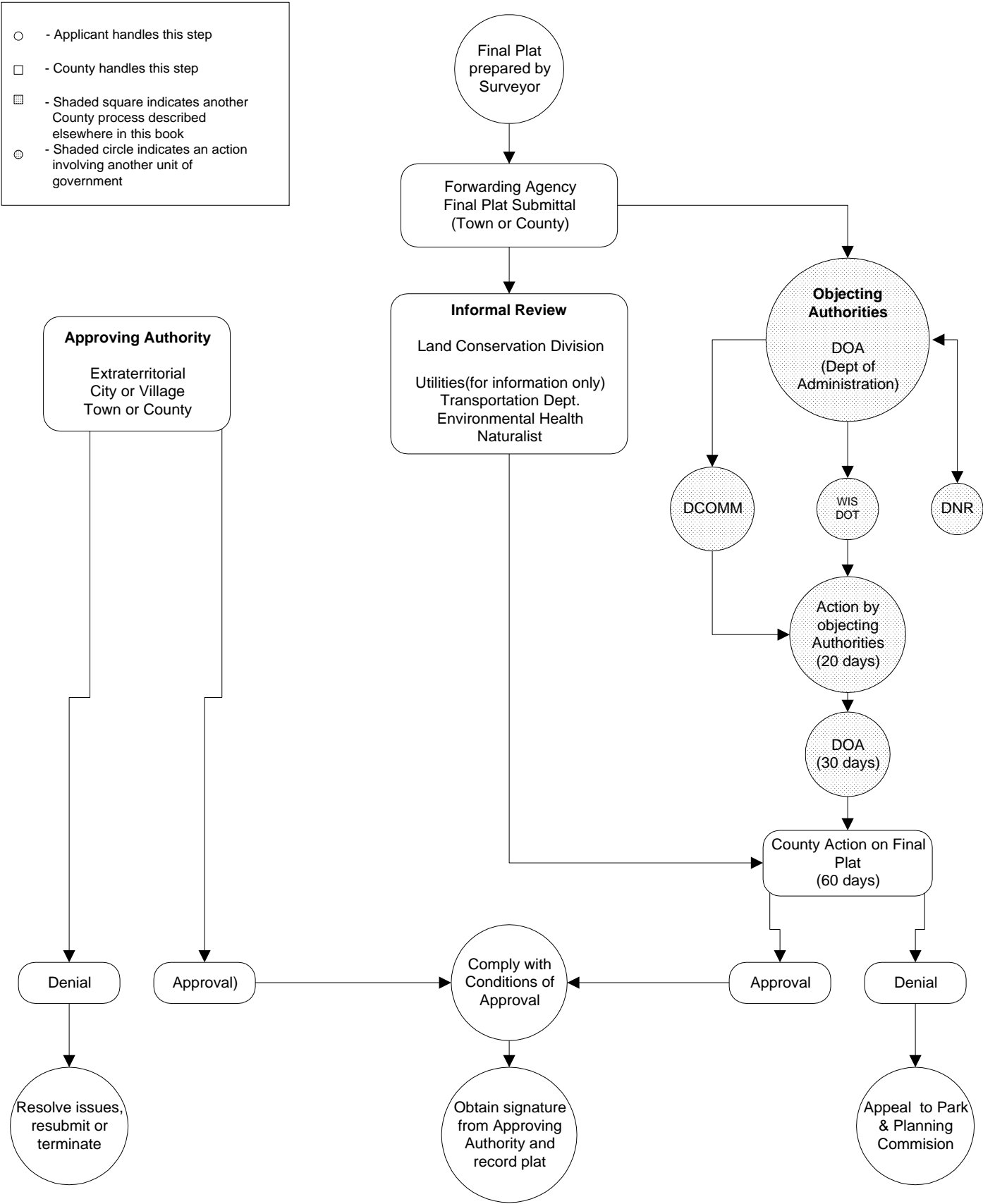
- ▶ An appeal of a decision of the staff of the Planning Division must be made to the County Park & Planning Commission within thirty (30) days of the staffs decision. Staff of the Planning Division will assist you with the appeal process.

**TIME:** ▶ In accordance with *Section 236 of the Wisconsin State Statutes*, the County has sixty (60) days from date of submittal to take action on a final plat.

**NOTE:**

- ▶ The final plat shall be submitted to other agencies by either town or county.
- ▶ The County and Towns are approving authorities and cannot take formal action on a final plat until such time as there is a certification of no objections from all Objecting Agencies.
- ▶ Final plat must be recorded within twenty-four (24) months of 1st approval and within thirty (30) days of last approval.
- ▶ The applicant is responsible for submitting to the forwarding agency (Town of County) sufficient copies of the plat for all reviewing agencies and Review and Fee Forms for State Agencies [ Department of Administration (DOA) and Department of Commerce (DCOMM)] .





## ***Utilities Within a County Trunk Highway*** [\(Click Here To Go Back To Table of Contents\)](#)

### ***Permit To Construct, Maintain or Repair Utilities***

**WHEN:** Constructing, altering or connecting to a public utility within the right of way of a County Trunk Highway.

**WHY:** The purpose is to promote the orderly location and safe construction of public utilities and to insure the necessary repair to the structure of the highway. The authority to require and issue permits is contained under *Chapter 86 - Wisconsin State Statutes*.

**WHO:** The Waukesha County Public Works Department issues access permits. See *Staff Who Can Help Section* for the appropriate staff.

**HOW:** Submit a complete application and three (3) copies of plans to the Waukesha County Public Works Department.

#### **FEE**

- ▶ See Public Works Department fee schedule

#### **VARIANCE OR APPEAL**

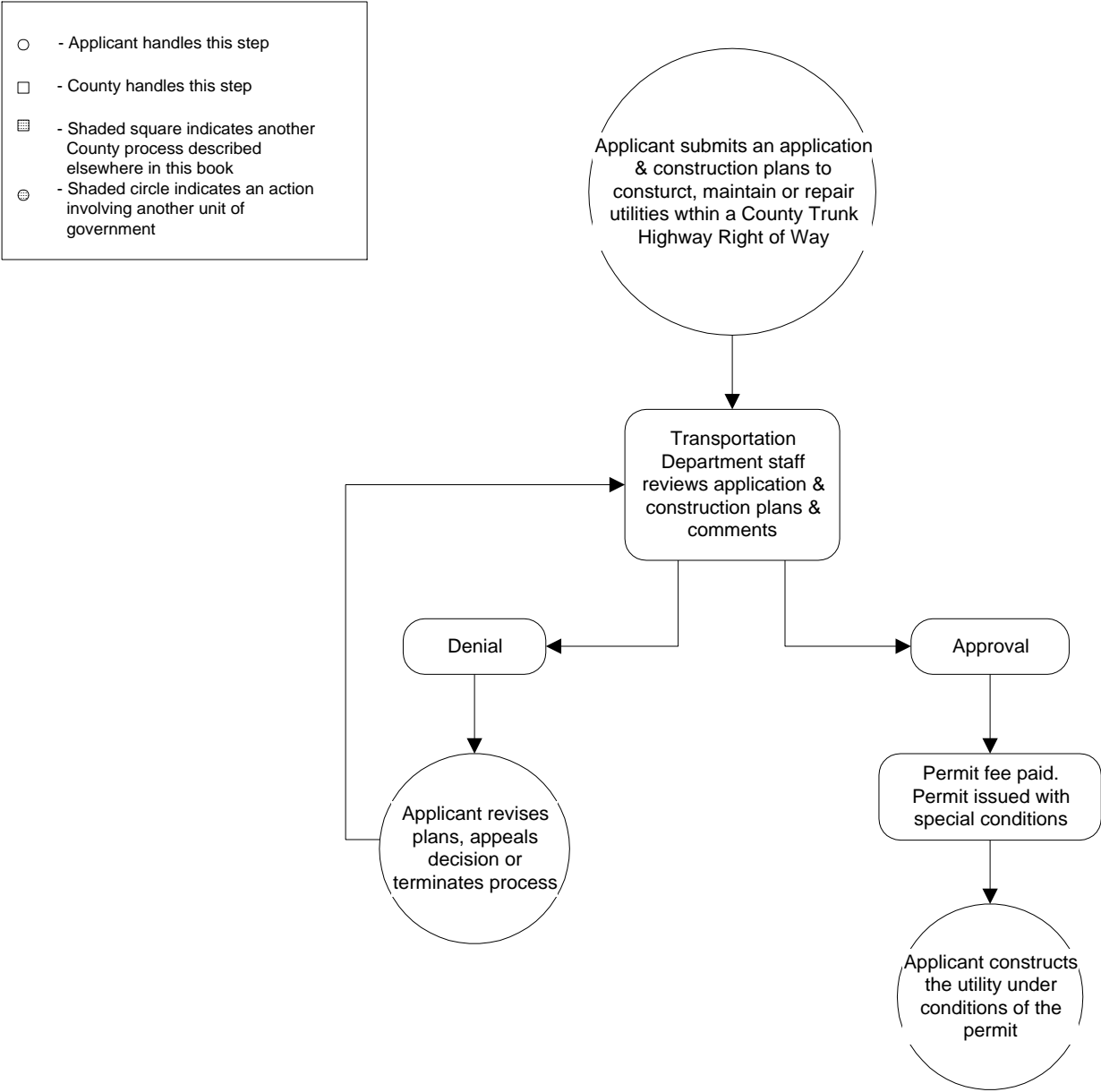
- ▶ Any applicant for a permit is entitled to pursue an appeal pursuant to the *Waukesha County Code, Chapter 2, Section 704*, by contacting the Director of the Public Works Department.

**TIME:** ▶ The review of the application and/or plans by the Department of Public Works staff is normally completed within ten (10) working days of receiving the application. The plans may be returned to the owner for revision.

**NOTE:** ▶ It is recommended that a presubmittal conference be held with the applicant, their engineers, and the Department of Public Works engineering staff. The conference will provide a preliminary review of the proposed work before submittal of an application. See Section 3 for the appropriate staff.

▶ Applicants should always contact Diggers Hotline at 1-800-242-8511 before any construction activity.

▶ A Construction Erosion Control Permit from the Department of Parks and Land Use - Land Resources Division may be necessary before initiating grading. Contact the Land Resources Division for assistance. See Section 3 for the appropriate staff.



## **Variance or Special Exception** [\(Click Here To Go Back To Table of Contents\)](#)

**WHEN:** Your land use proposal has been denied by the Waukesha County Department of Parks and Land Use - Planning Division because it does not meet the numerical or dimensional requirements of the zoning ordinances.

**WHY:** You wish to appeal to the Waukesha County Board of Adjustment (BOA) to vary the numerical or dimensional requirements of the *Waukesha County Zoning Code* or *Waukesha County Shoreland and Floodland Protection Ordinance - Appendix A and B of the Waukesha County Code*, available in the office of the Waukesha County Clerk.

**WHO:** The staff of the Waukesha County Department of Parks and Land Use - Planning Department receives the application and schedules the public hearing with the BOA. See *Staff Who Can Help Section* for the appropriate staff.

**HOW:** Applicant must submit a complete application and fee.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Appeal for Variance or Special Exception form
- ▶ Names and addresses of all property owners within 100 feet of the subject property boundary. (Staff can assist with this function)
- ▶ Four (4) copies of a map, preferably a survey drawn to scale indicating the boundaries and dimensions of the property, location and dimension of all existing and proposed buildings, and location, use, setback and offset dimensions of all buildings on adjacent properties within fifty (50) feet, and a set of interior plans if applicable.
- ▶ A copy of the denial by the Planning Division including a denied Zoning Permit if applicable.

### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule.

### **VARIANCE OR APPEAL**

- ▶ An appeal of a decision from the BOA must be made to the Circuit Court within thirty (30) days of the decision. Contact the Waukesha County Clerk of Courts to schedule an appeal.

**TIME:** ▶ Applicant can anticipate the BOA process will normally take from four (4) to eight (8) weeks from the time of submittal of a complete application.

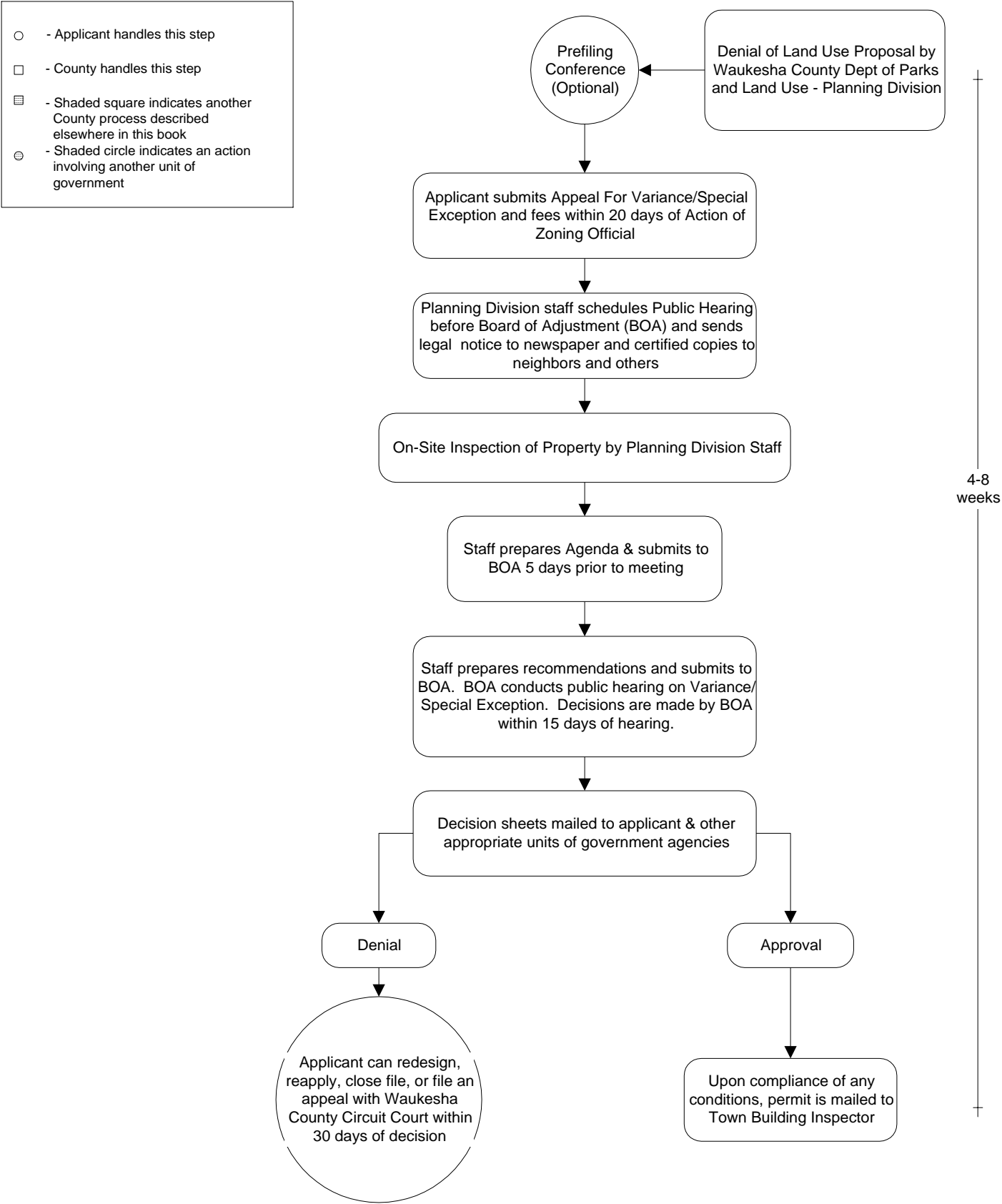
**NOTE:** ▶ A Preliminary Site Evaluation by the Waukesha County Department of Parks and Land Use - Environmental Health Division is required for an addition or improvement made on an already developed lot or a new sanitary permit must be issued if not served by municipal sewer. Contact the Environmental Health Division for assistance. See Section 3 for the appropriate staff.

▶ A building permit will be necessary from the local building inspector or Department of Commerce (DCOMM). Contact the local Building Inspector for assistance. See Section 5.

▶ The Department of Natural Resources (DNR) or an aggrieved party may appeal the decision of

the Waukesha County Board of Adjustment within (30) thirty days of the date of the decision.

- ▶ It may be necessary to apply for variances from a town zoning ordinance. Contact the local Building Inspector. See Section 5 for assistance.



## ***Zoning Change*** ([Click Here To Go Back To Table of Contents](#))

**WHEN:** An applicant wants to amend the zoning district classification for an area.

**WHY:** The intended use is not a permitted use by right in the existing zoning district classification within the jurisdictional limits of the *Waukesha County Zoning Code* or the *Waukesha County Shoreland and Floodland Protection Ordinance*, available in the office of the Waukesha County Clerk.

**WHO:** The Waukesha County Department of Parks and Land Use - Planning Division amends the Zoning Map after County Board approval and review by the Waukesha County Executive. See Section 3 for the appropriate staff.

**HOW:** Applicant must submit a complete application and fee.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Petition To Amend Zoning Map form
- ▶ Names and addresses of all property owners within 300 feet of the subject property (Staff can assist with this function)
- ▶ Four (4) copies of a scaled map indicating the location and dimensions of the subject parcel, existing and proposed buildings and their uses
- ▶ A detailed description of the proposed use
- ▶ A Site Plan and Plan of Operation form may be required

### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule in Section 7.

### **VARIANCE OR APPEAL**

- ▶ An appeal of a decision of the Waukesha County Board must be made to the circuit court within six (6) months of the decision. Contact the Waukesha County Clerk of Courts to schedule an appeal.

**TIME:** ▶ An applicant can anticipate that the rezoning process will take approximately 10 to 12 weeks upon submittal of a complete application.

**NOTE:** ▶ A zoning amendment under the jurisdiction of the *Waukesha County Zoning Code* requires Town Board and County Board approval. Contact your Town Hall for assistance. See Section 5.

▶ A zoning map amendment under the jurisdiction of the *Waukesha County Shoreland and Floodland Protection Ordinance*, the Town Board is a recommending body and the Waukesha County Board is the approval authority.

▶ In the case of an amendment of a floodplain area, Federal Emergency Management Agency (FEMA) and the Department of Natural Resources (DNR) must also concur with the change and result in the submittal of a letter of map amendment. See Section 5 for the appropriate contacts.

○

- Applicant handles this step

□

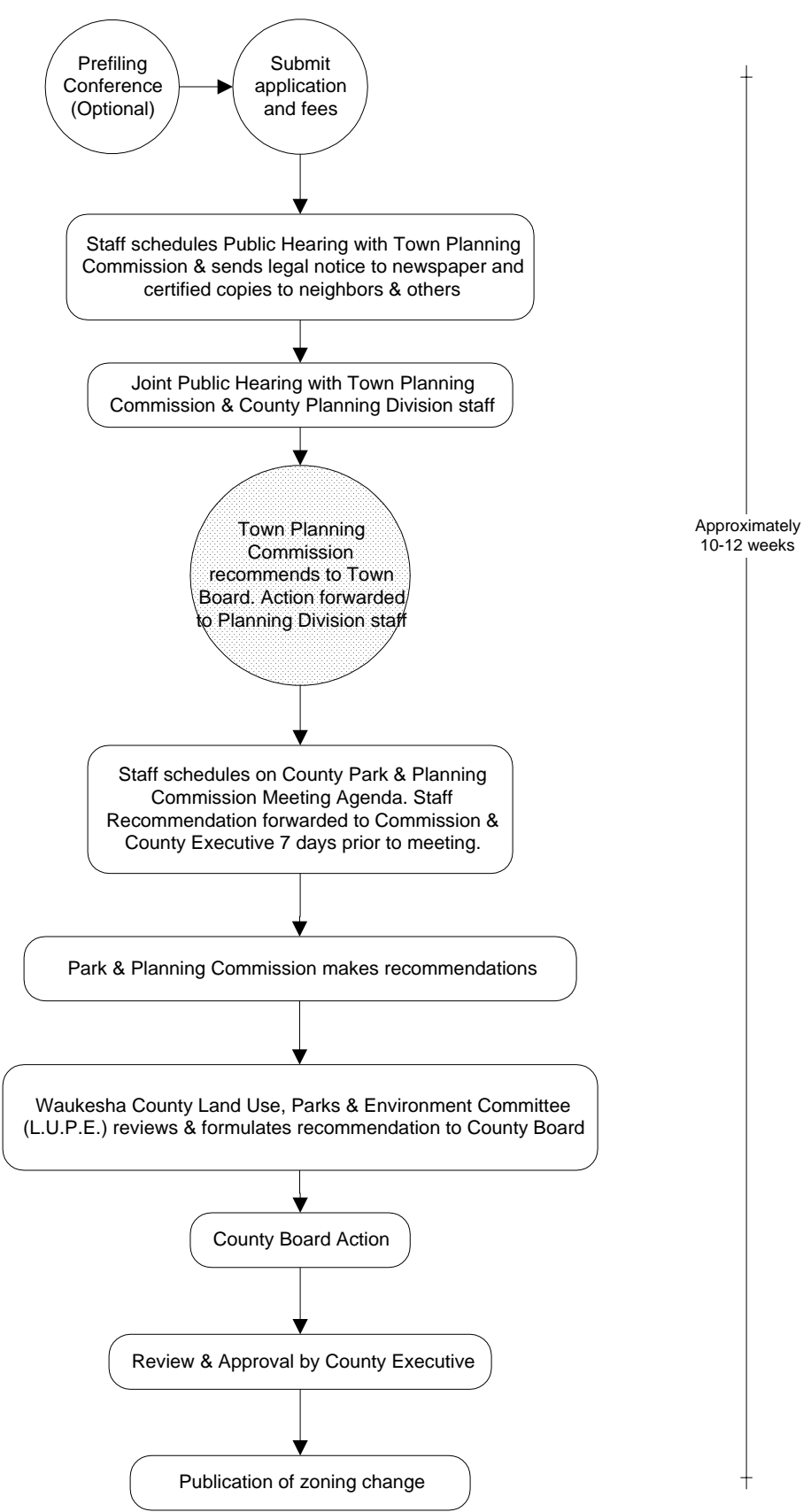
- County handles this step

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- Shaded circle indicates an action involving another unit of government





## ***Zoning Permit - Construction Activities*** ([Click Here To Go Back To Table of Contents](#))

**WHEN:** A zoning permit is required when a structure or part thereof is located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered within the towns of Ottawa, Genesee, Oconomowoc or Vernon or the areas within 1000 feet of the ordinary high water mark of a navigable lake, pond or flowage or 300 feet of the ordinary high water mark of any river or stream or to the landward side of the floodplain, whichever is greater, in any unincorporated area in Waukesha County.

**WHY:** To control placement of structures and land use in accordance with the regulations outlined in the *Waukesha County Zoning Code* and the *Waukesha County Shoreland and Floodland Protection Ordinance - Appendix A and B of the Waukesha County Code*, available in the office of the Waukesha County Clerk.

**WHO:** The staff of the Waukesha County Department of Parks and Land Use - Planning Division issues the zoning permit and mails it to the local building inspector. See *Staff Who Can Help Section* for the appropriate staff.

**HOW:** Applicant must submit a complete application and fee.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Application for Zoning Permit form
- ▶ A copy of the soil borings and/or sanitary permit or preliminary site evaluation by the Waukesha County Department of Parks and Land Use - Environmental Health Division
- ▶ A scaled site plan indicating the location and dimensions of the lot, location and dimensions of all buildings and additions and those structures located within 50 feet of the lot line, location of the center line and grade of all abutting streets, floor elevation of structures, high water mark and/or conservancy boundary location whichever is more restrictive, floor plans and cost estimates, location of existing and/or proposed wells and septic systems, and location of any soil borings.

### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule.

### **VARIANCE OR APPEAL**

- ▶ An appeal of the Zoning Administrators denial must be made within twenty (20) days of the staff's decision to the Waukesha County Board of Adjustment.

**TIME:** ▶ An applicant can anticipate the zoning permit will be mailed within one (1) week of receipt by the Planning Division to the building inspector if the application is complete upon submittal.

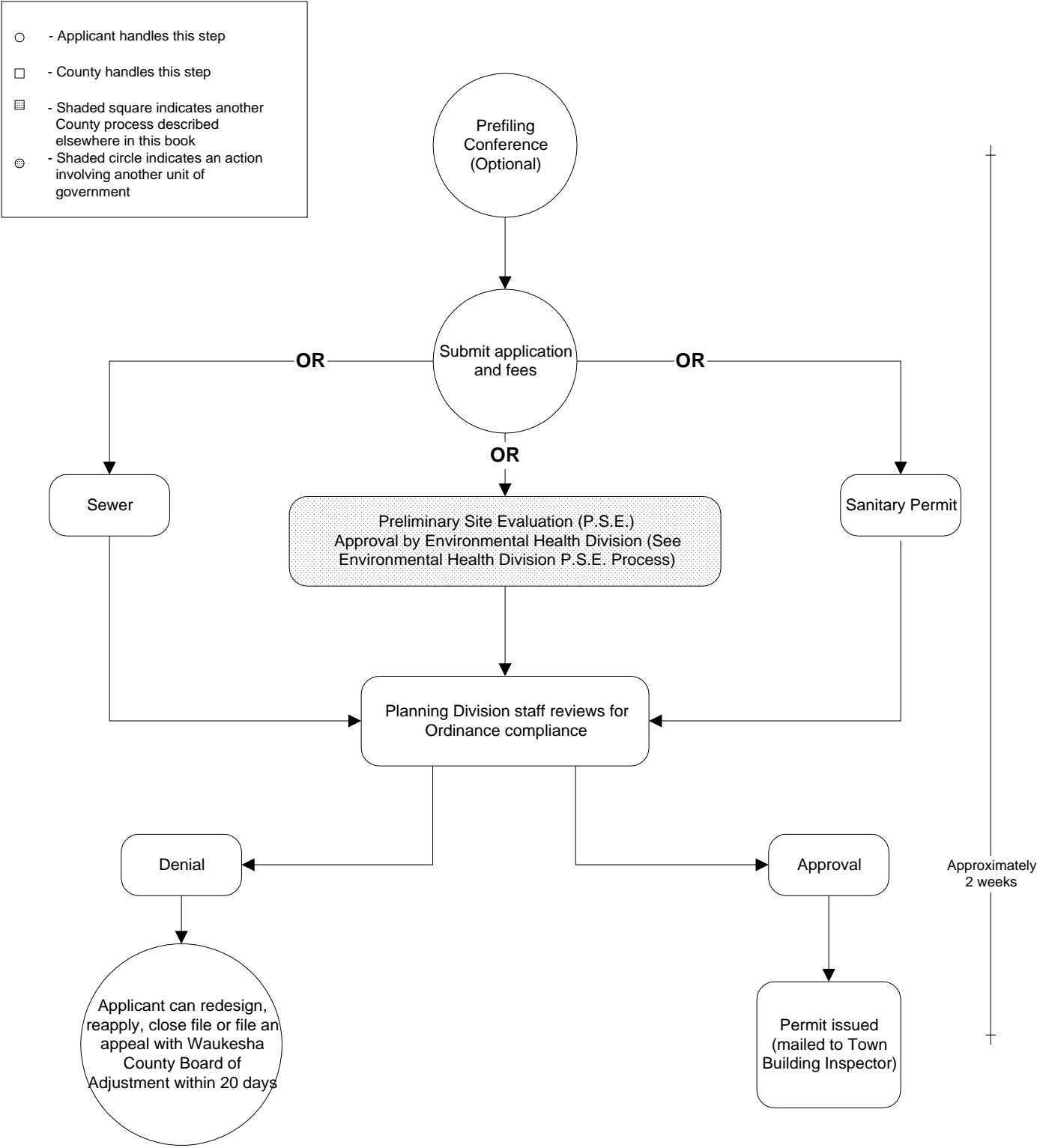
**NOTE:** ▶ A preliminary site evaluation approved by the Environmental Health Division is required if an addition or improvement is made on an already developed lot not served by municipal sewer. Contact the Environmental Health Division for assistance. See Section 3 for the appropriate staff.

▶ A building permit will be necessary from the local building inspector. Contact the local Building Inspector for assistance.

▶ Upon issuance of a zoning permit, construction must commence within 6 months and be completed within 18 months of the date of issuance.

▶ A Sanitary Permit is required for new home construction or a vacant parcel of land unless the parcel of land is served by municipal sewer.

• A construction erosion control permit from the Department of Parks and Land Use - Land Resources Division may be necessary before initiating grading activities. Contact the Land Resources Division or Town Building Inspector for assistance. See Section 3 for the appropriate staff.



## ***Zoning Permit - Minor Grading*** ([Click Here To Go Back To Table of Contents](#))

**WHEN:** Land altering activities or projects that do not exceed land disturbance greater than 3,000 sq. ft. in area and/or 15 cubic yards in aggregate within the towns of Ottawa, Genesee, Oconomowoc or Vernon or the areas within 1000 feet of the ordinary high water mark of a navigable lake, pond or flowage or 300 feet of the ordinary high water mark of any river or stream or to the landward side of the floodplain, whichever is greater, in any unincorporated area in Waukesha County.

**WHY:** To prevent soil erosion; control shoreline alteration and restrict the removal of shoreline vegetation in compliance with *Waukesha County Zoning Code* and *Waukesha County Shoreland and Floodland Protection Ordinance - Appendix A and B of the Waukesha County Code*, available in the office of the Waukesha County Clerk.

**WHO:** The staff of the Waukesha County Department of Parks and Land Use - Planning Division issues and mails the permit to the local building inspector. See *Staff Who Can Help Section* for the appropriate staff.

**HOW:** Applicant must submit a complete application and fee.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Application for Zoning Permit Minor Grading form
- ▶ An accurate set of plans including a site plan, contours, cross sections, vegetative and seeding schedule, construction period and erosion control method

### **FEE**

- ▶ See Department of Parks and Land Use - Planning Division fee schedule.

### **VARIANCE OR APPEAL**

- ▶ An appeal of a decision of the staff of the Planning Division must be made to the Waukesha County Board of Adjustment within twenty (20) days of the staffs decision.

**TIME:** ▶ An applicant can anticipate the zoning permit will take approximately 2 weeks upon submittal of a complete application, and Department of Natural Resources (DNR) approval if required.

**NOTE:** ▶ Site evaluation by the Waukesha County Department of Parks and Land Use - Land Resources Division may be required for questions on erosion control practices and/or impact on surface water drainage. Contact the Land Resources Division for assistance. See Section 3 for the appropriate staff.

▶ Review and approval by the DNR may be required in a shoreland or wetland area.

▶ Site evaluation by the Waukesha County Department of Parks and Land Use - Environmental Health Division may be required for questions relating to private sewage system.

○

- Applicant handles this step

□

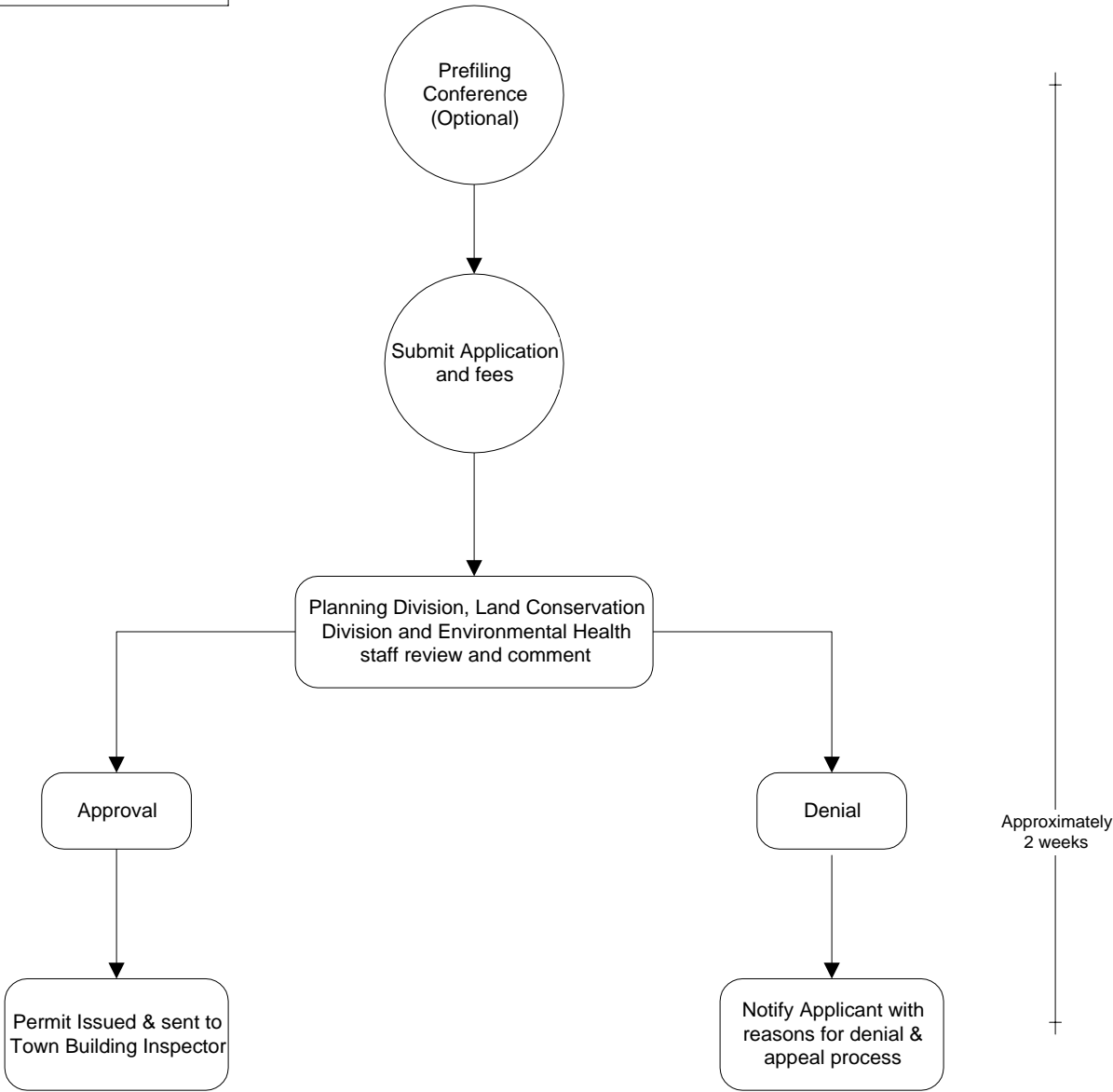
- County handles this step

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- Shaded circle indicates an action involving another unit of government



## ***Zoning Permit - Shoreline Stabilization Structure*** ([Click Here To Go Back To Table of Contents](#))

**WHEN:** An applicant is proposing to construct a new Shoreline Stabilization Structure (rip-rap retaining/seawall) or repair an existing structure on the shore of any lake, pond, river or stream within the jurisdiction of the Waukesha County Shoreland and Floodland Protection Ordinance.

**WHY:** To prevent soil erosion; control shoreline alteration and restrict the removal of shoreline vegetation in areas covered by the *Waukesha County Shoreland and Floodland Protection Ordinance - Appendix A of the Waukesha County Code*, available in the office of the Waukesha County Clerk.

**WHO:** The staff of the Waukesha County Department of Parks and Land Use - Planning Division issues and mails the permit to the local building inspector. See *Staff Who Can Help Section* for the appropriate staff.

**HOW:** Applicant must submit a complete application and fee.

### **A COMPLETED APPLICATION SHALL INCLUDE THE FOLLOWING:**

- ▶ Application for Zoning Permit Seawall form
- ▶ An accurate set of plans including a site plan, contours, cross sections, vegetative and seeding schedule, construction timeline and erosion control practices
- ▶ Department of Natural Resources (DNR) approval

### **FEE**

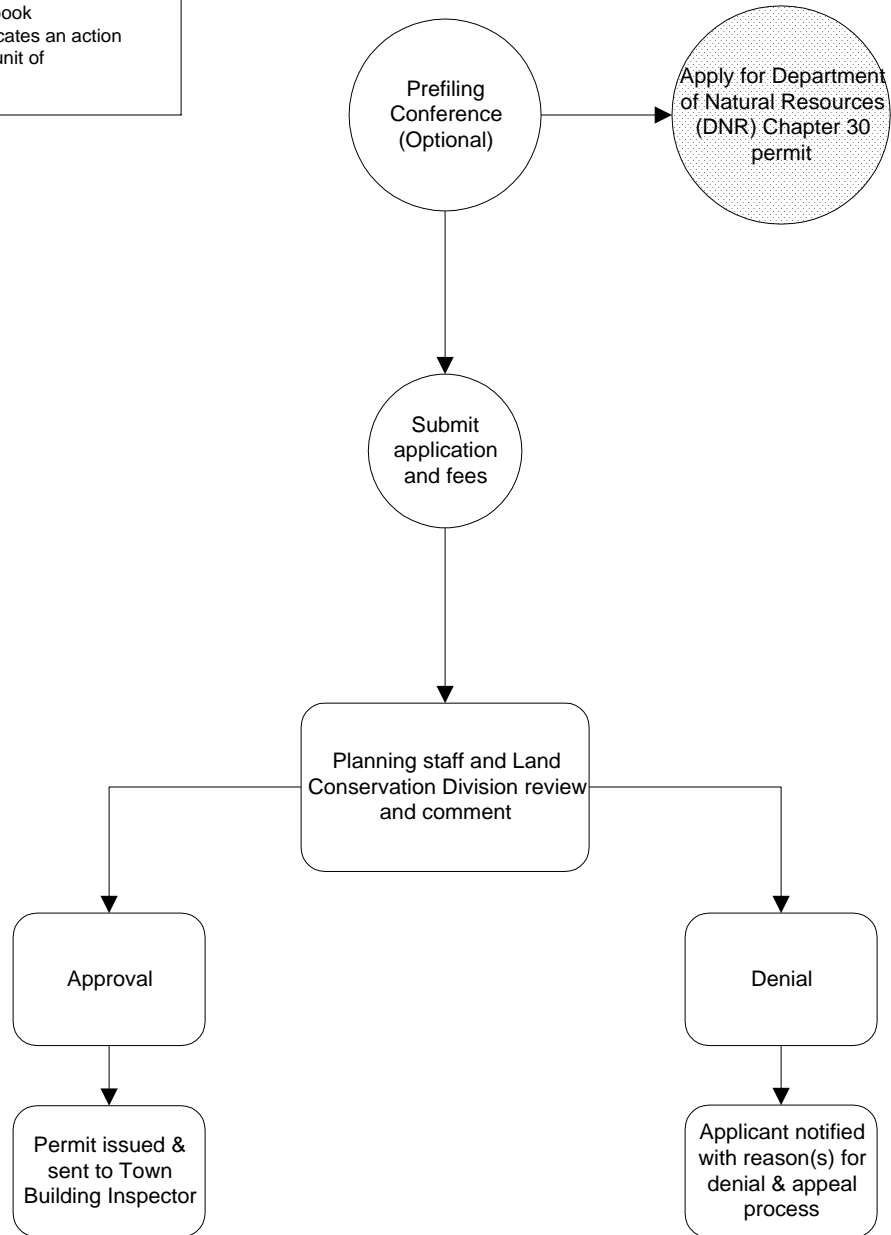
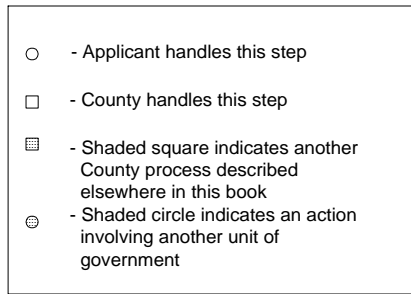
- ▶ See Department of Parks and Land Use - Planning Division fee schedule.

### **VARIANCE OR APPEAL**

- ▶ An appeal of a decision of the staff of the Planning Division must be made to the Waukesha County Board of Adjustment within twenty (20) days of the staff's decision.

**TIME:** ▶ An applicant can anticipate the zoning permit will take approximately 2 weeks upon submittal of a complete application and DNR approval if required.

**NOTE:** ▶ An approval by the DNR for the structure shall be submitted prior to the issuance of the zoning permit.



Approximately  
2 weeks

## ***What Each County Department Reviews*** [\(Click Here To Go Back To Table of Contents\)](#)

### ***Department of Parks and Land Use – Environmental Health Division***

***(262)896-8300***

Animal bites/Rabies Control Program  
Camps and Campgrounds  
Dance Halls  
Hotels, Motels and Other Lodging Establishments  
Laboratory Services  
Lead  
Mobile Home Parks  
Preliminary Site Evaluation  
Private Sewage Systems  
Private Water Supply  
Public Swimming Pools  
Radon  
Restaurant Licensing  
Retail Food Establishments  
Sanitary Permits  
Soil Evaluations  
Tattoo Parlors  
Well Abandonment's

### ***Department of Parks and Land Use – Land Resources Division***

***(262)896-8300***

#### ***Land & Water Conservation***

Agricultural Land Planning  
Grading Plans  
Manure Management Storage and Handling  
Natural Areas  
Non-Metallic Mine Reclamation  
Pond Construction  
Shoreland Management  
Soil Erosion Control  
Soil Mapping  
Stormwater Management  
Water Quality Planning  
Wetland Issues

#### ***Recycling and Solid Waste***

Household Hazardous Waste  
Home Composting  
Integrated Solid Waste Management  
Recycling – Residential and Business

***Department of Parks and Land Use – Planning Division***

***(262)548-7790***

Agricultural Land Preservation  
Airport Zoning  
Boarding Stables  
Business Approvals  
Cemeteries  
Certified Survey Maps  
Conditional Use Permits  
Decks  
Floodplain Determination  
Grading Projects  
Land Use Plans  
Lot Coverage  
Lot Size  
Marinas  
Parking  
Plat Review  
Pond Approvals  
Quarry Approvals  
Retaining Walls  
Seawalls  
Sewer Reductions  
Shoreland Management  
Shoreland Zoning\  
Subdivision Control Ordinance  
Signs  
Site Design  
Special Exceptions  
Topographic Information  
Truck Parking Restrictions  
Variance  
Wetland Determination  
Zoning Changes  
Zoning Requirements

***Public Works Department***

***(262)548-7740***

Access to County Trunk Highways  
Utilities Within a County Trunk Highway



## Waukesha County Staff Who Can Help You

[\(Click Here To Go Back To Table of Contents\)](#)

**All staff with the Department of Parks and Land Use unless otherwise noted.**

<b>ITEM</b>	<b>STAFF PERSON</b>	<b>PHONE</b>
<i>Access to County Trunk Highway - Private Drive</i>	Pete Chladil Sr. Engineering Technician Public Works Department	548-7740
<i>Access to County Trunk Highway - Public Road</i>	Pete Chladil Sr. Engineering Technician Public Works Department	548-7740
<i>Certified Surveys</i>	Don Heckel Sr. Land Use Specialist	548-7790
<i>Conditional Use Permits</i>	Planner of the Day	548-7790
<i>Construction Site Erosion Control &amp; Stormwater Management Permits</i>	Perry Lindquist Land Resources Manager	896-8300
<i>County Development Plan</i>	Dick Mace Planning & Zoning Manager	548-7790
	Kathy Moore Sr. Planner	
<i>Licensing Establishments</i>	Sanitarian of the Day	896-8300
<i>Maps/Aerial Photographs</i>	Hans Dumke Land Information Systems Analyst	548-7790
	Jim Landwehr Land Information Systems Analyst	
<i>Planned Unit Development</i>	Dick Mace Planning & Zoning Manage	548-7790
	Kathy Moore Sr. Planner	
<i>Preliminary Site Evaluations</i>	Sanitarian of the Day	896-8300
<i>Private Water</i>	Sanitarian of the Day	896-8300
<i>Radon</i>	Sanitarian of the Day	896-8300

<i>Quarries &amp; Gravel Pits (Non-Metallic Mining)</i>	Mary Maida Sr. Conservation Specialist	896-8300
<i>Sanitary Permits</i>	Sanitarian of the Day	896-8300
<i>Site Plans and Plans of Operation</i>	Planner of the Day	548-7790
<i>Stormwater Management</i>	Leif Hauge Sr. Civil Engineer	896-8300
<i>Subdivisions</i>	Don Heckel Sr. Land Use Specialist	548-7790
	Brian Depies Sr. Land Use Specialist	
<i>Utilities Within a County Trunk Highway</i>	Steve Brasch Sr. Engineering Technician Public Works Department	548-7740
<i>Variance or Special Exceptions</i>	Planner of the Day	548-7790
<i>Wetland Issues</i>	Jim Rose Sr. Conservation Specialist	896-8300
	Amy Adams Land Use Specialist	548-7790
<i>Zoning Changes</i>	Planner of the Day	548-7790
<i>Zoning Permits – Construction Activities</i>	Planner of the Day	548-7790
<i>Zoning Permits – Minor Grading</i>	Planner of the Day	548-7790
<i>Zoning Permits-Shoreline Stabilization</i>	Planner of the Day	548-7790

## ***Waukesha County Committees And Boards Reviewing Your Project***

[\(Click Here To Go Back To Table of Contents\)](#)

**Board of Adjustment** - A five (5) member citizen board appointed by the County Executive. The Board of Adjustment acts on appeals to decisions made by County staff and considers special exceptions or variances from the terms of county ordinances and codes. The Board of Adjustment typically meets Wednesday evenings twice a month. Agenda information can be obtained by contacting the Department of Parks and Land Use - Planning Division at 548-7790.

**Board of Supervisors** - A thirty-five (35) member board who are elected for two-year terms from thirty-five supervisory districts. The Board acts on local policy issues as well as legislation creating, modifying or rescinding local law. The County Board meets on the second and fourth Tuesday of each month. Agenda information can be obtained by contacting the County Board office at 548-7002.

**Development Review Committee** - The Development Review Committee is comprised of staff from the County Departments of Parks and Land Use and Transportation. The Committee provides a pre-application review of proposed residential, commercial and industrial subdivision to enhance the quality of land use decisions. The Committee meets as needed for development reviews. Contact the Department of Parks and Land Use - Planning Division at 548-7790 for meeting information.

**Land Use, Parks and Environment Committee** - This committee consists of seven (7) members of the county board of supervisors. The Land Use, Parks and Environments Committee (L.U.P.E.) is responsible for policy and budget oversight for the County Department of Parks and Land Use, the office of Register of Deeds, the Park and Planning Commission and the Board of Adjustment. In addition, the Committee makes recommendations to the county board on all matters requiring legislation relating to land use management, parks and environmental protection. Agenda information can be obtained by contacting the County Board Office at 548-7002.

**Park and Planning Commission** - The Commission consists of four (4) citizen members and three (3) County Board Supervisors. The Park and Planning Commission is responsible for making a recommendation to the Land Use, Parks and Environment Committee on all zoning changes and is the approval authority for conditional uses, site plan and plan of operations, reviews appeals of the staff of the Planning Division on certified survey maps and subdivisions and other zoning related matters. The Park and Planning Commission typically meets on the second and fourth Thursday of each month. Agenda information can be obtained by contacting the Department of Parks and Land Use - Planning Division at 548-7790.

# Coordinating County, Local, State and Federal Agencies

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## County Agencies

***Waukesha County Corporation Counsel*** (262) 548-7432  
1320 Pewaukee Road  
Room 330  
Waukesha, WI 53188

***Waukesha County Executive*** (262) 548-7902  
1320 Pewaukee Road  
Room 320  
Waukesha, WI 53188

***Waukesha County Board of Supervisors*** (262) 548-7002  
515 W. Moreland Boulevard  
Room 179  
Waukesha, WI 53188

***Waukesha County Department of Parks and Land Use***  
1320 Pewaukee Road  
Waukesha, WI 53188

Environmental Health Division - Room 260	(262) 896-8300
Land Resources Division - Room 260	(262) 896-8300
Land Conservation Division of – Room 260	(262) 896-8300
Recycling and Solid Waste Division of - Room 260	(262) 896-8300
Enterprise Division – Room 230	(262) 548-7790
Planning Division - Room 230	(262) 548-7790
Park System - Room 230	(262) 548-7790

***Waukesha County Public Works Department*** (262) 548-7740  
Transportation Division  
1320 Pewaukee Road  
Room 210  
Waukesha, WI 53188

***Waukesha County Register of Deeds*** (262) 548-7583  
1320 Pewaukee Road  
Room 110  
Waukesha, WI 53188

# Coordinating County, Local, State and Federal Agencies

## Town/Village/City Agencies

<b><i>Brookfield Town</i></b> 645 North Janacek Road Brookfield, WI 53045	(262) 796-3788
<b><i>Delafield Town</i></b> N14 W30782 Golf Road Delafield, WI 53018	(262) 646-2398
<b><i>Eagle Town</i></b> P. O. Box 327 Eagle, WI 53119	(262) 594-5800
<b><i>Genesee Town</i></b> S43 W31391 Highway 83 P.O. Box 242 Genesee Depot, WI 53127	(262) 968-3656
<b><i>Lisbon Town</i></b> W234 N8676 Woodside Road Sussex, WI 53089	(262) 246-6100
<b><i>Merton Town</i></b> W314 N7624 Highway 83 P.O. Box 128 North Lake, WI 53064	(262) 966-2651
<b><i>Mukwonago Town</i></b> W320 S8315 Beulah Road Mukwonago, WI 53149	(262) 363-4555
<b><i>Oconomowoc Town</i></b> 6812 Brown Street Oconomowoc, WI 53066	(262) 567-0251
<b><i>Ottawa Town</i></b> W360 S337 Highway 67 Dousman, WI 53118	(262) 965-3228
<b><i>Summit Town</i></b> 2911 North Dousman Road Oconomowoc, WI 53066	(262) 567-2757
<b><i>Vernon Town</i></b> W249 S8910 Center Drive P.O. Box 309 Big Bend, WI 53103	(262) 662-2039
<b><i>Waukesha Town</i></b> W250 S3567 Center Road Waukesha, WI 53186	(262) 542-5030

# Coordinating County, Local, State and Federal Agencies

## Town/Village/City Agencies

<b><i>Big Bend Village</i></b> W230 S9185 Nevins Street P.O. Box 130 Big Bend, WI 53103	(262) 662-2747
<b><i>Butler Village</i></b> 12621 West Hampton Avenue Butler, WI 53007	(262) 783-2525
<b><i>Chenequa Village</i></b> 31275 West Highway K P.O. Box 108 Hartland, WI 53029	(262) 367-2239
<b><i>Dousman Village</i></b> 118 South Main Street P.O. Box 325 Dousman, WI 53118	(262) 965-3792
<b><i>Eagle Village</i></b> 820 E. Main Street P. O. Box 295 Eagle, WI 53119	(262) 594-3400
<b><i>Elm Grove Village</i></b> 13600 Juneau Boulevard Elm Grove, WI 53122	(262) 782-6700
<b><i>Hartland Village</i></b> P.O. Box 260 210 Cottonwood Avenue Hartland, WI 53029	(262) 367-2714
<b><i>LacLa Belle Village</i></b> 600 Lac La Belle Drive P.O. Box 443 Oconomowoc, WI 53066	(262) 567-6817
<b><i>Lannon Village</i></b> 20399 West Main Street P.O. Box 456 Lannon, WI 53046	(262) 251-7690
<b><i>Menomonee Falls Village</i></b> W156 N8480 Pilgrim Road Menomonee Falls, WI 53051	(262) 255-8300
<b><i>Merton Village</i></b> 28343 Sussex Road Merton, WI 53056	(262) 538-0820

# Coordinating County, Local, State and Federal Agencies

## Town/Village/City Agencies

<b><i>Mukwonago Village</i></b> 625 South Rochester Street P.O. Box 96 Mukwonago, WI 53149	(262) 363-6420
<b><i>Nashotah Village</i></b> N44 W32950 Watertown Plank Road P.O. Box 123 Nashotah, WI 53058	(262) 367-8440
<b><i>North Prairie Village</i></b> 130 N. Harrison Street P.O. Box 276 North Priarie, WI 53153	(262) 392-2271
<b><i>Oconomowoc Lake Village</i></b> 35328 West Pabst Road Oconomowoc, WI 53066	(262) 567-5301
<b><i>Pewaukee Village</i></b> 235 Hickory Street Pewaukee, WI 53072	(262) 691-5660
<b><i>Sussex Village</i></b> N64 W23760 Main Street Sussex, WI 53089	(262) 246-5200
<b><i>Wales Village</i></b> 129 West Main Street P.O. Box 47 Wales, WI 53183	(262) 968-3968
<b><i>Delafield City</i></b> 500 Genesee Street Delafield, WI 53018	(262) 646-6220
<b><i>Muskego City</i></b> W182 S8200 Racine Avenue P.O. Box 903 Muskego, WI 53150	(262) 679-4100
<b><i>New Berlin City</i></b> 3805 South Casper Drive New Berlin, WI 53151	(262) 786-8610
<b><i>Oconomowoc City</i></b> 174 East Wisconsin Avenue P.O. Box 27 Oconomowoc, WI 53066	(262) 569-2175
<b><i>Pewaukee City</i></b> W240 N3065 Pewaukee Road Pewaukee, WI 53072	(262) 691-0770
<b><i>Waukesha City</i></b> 201 Delafield Street Waukesha, WI 53188	(262) 524-3500

# Coordinating County, Local, State and Federal Agencies

## State Agencies

### ***Wisconsin Department of Administration (DOA)***

2811 Agricultural Drive  
P.O. Box 8911  
Madison, WI 53208

Plat Review Unit (608) 224-4600

### ***Wisconsin Department of Agriculture , Trade and Consumer Protection (DATCP)***

2811 Agricultural Drive  
P.O.Box 8911  
Madison, WI 53708

Farmland Preservation Unit (608) 224-4632

Agricultural Impact Analysis Unit (608) 224-4650

### ***Wisconsin Department of Commerce (DCOMM)***

201 E. Washington Avenue  
P.O. Box 7969  
Madison, WI 53707

(608) 266-3151

#### ***Local Address***

401 Pilot Court  
Waukesha, WI 53188

(262) 548-8600

### ***Wisconsin Department of Natural Resources (DNR)***

2300 N. Dr. Martin Luther King Jr. Drive  
P.O. Box 12436  
Milwaukee, WI 53212

(414) 263-8500

General Information (414) 263-8500

Environmental Enforcement (414) 263-8670

Floodplain Information (414) 263-8679

Permit Review and Technical Assistance

Waukesha County - North of Hwy 18 (414) 263-8680

Waukesha County - South of Hwy 18 (414) 263-8678

Solid and Hazardous Waste (414) 961-2704

Water Supply (414) 229-0826

Wastewater (414) 263-8633

Water Regulation and Zoning

Applications and Permit Information (414) 263-8536



# Coordinating County, Local, State and Federal Agencies

## ***Wisconsin Department of Transportation (DOT)***

Waukesha Office  
2000 Pewaukee Road, Suite A  
Waukesha, WI 53187-0798 (262) 548-5891

## ***Southeastern Wisconsin Regional Planning Commission (SEWRPC)***

916 N. East Avenue  
Box 1607  
Waukesha, WI 53187-1607 (262) 547-6721

## **Federal Agencies**

### ***United States Army Corp of Engineers (COE)***

148 Wisconsin Avenue  
Suite 214  
Waukesha, WI 53186 (262) 547-6986

### ***United States Department of Agriculture - Natural Resource Conservation Service (NRCS)***

Waukesha Field Office  
1320 Pewaukee Road  
Room 260  
Waukesha, WI 53188 (262) 547-3754

### ***Federal Emergency Management Agency***

175 W. Jackson Boulevard  
4th Floor  
Chicago, IL 60604 (321) 408-5500

***Animal Waste Management Ordinance*** means the ordinance administered by the Waukesha County Department of Parks and Land Use - Land Conservation Division, which is in effect within the geographic limits of Waukesha County to regulated the location, design, construction and alteration of animal waste storage facilities and the application of waste from these facilities.

***Certified Survey Map*** means the map prepared by a registered land surveyor and recorded in the Register of Deed's office, in accordance with *Section 236.34, Wisconsin Statutes*, to accomplish a minor land division.

***Conditional License*** means the issuance of a license may be conditioned upon the licensee correcting a violation of county code within a specified period of time. If the condition is not met within the specified period of time, the license becomes void.

***Conditional Use*** means a use which is not permitted by right in a certain zoning district under the terms of the zoning ordinance, provided certain conditions specified in the zoning ordinance or which may be determined to be necessary by the town and County are required as part of the Condition Use Permit issued by the county zoning agency.

***Construction Site Erosion control Ordinance*** means the ordinance administered by the Waukesha County Department of Parks and Land Use - Land Conservation Division, which is in effect in the unincorporated portions of Waukesha County and applies to land developmen or land disturbing activities of 3000 square feet or more; 400 cubic yards of excavation nor fill or more; 15 cubic yards or more within Waukesha County Shoreland and floodland jurisdiction; utility installation of 300 feet or more.

***County Trunk Highway*** means public roads under the jurisdiction of the county in which the road is located. In Wisconsin the highways are designated with a letter name, e.g. CTH "A".

***County Zoning Agency*** means the Waukesha County Department of Parks and Land Use - Planning Division.

***Diggers Hotline*** means a service provided by local utilities firms. Staff assigned to Digger Hotlines will mark the location of underground gas, electric and phone lines.

***DOA*** means the State of Wisconsin Department of Administration.

***DCOMM*** means the State of Wisconsin Department of Commerce.

***DILHR*** means the State of Wisconsin Department of Industry, Labor and Human Relations.

***DNR*** means the State of Wisconsin Department of Natural Resources.

***Driveway means*** an entrance onto a public road from private property or government development.

***Environmental Corridor (primary and secondary)*** means the composite of the best individual elements of the natural resource base including surface water, streams, and rivers and their associated floodlands and shorelands; woodlands, wetlands and wildlife habitat; areas of groundwater discharge and recharge; organic soils, rugged terrain and high relief topography; and significant geological formations and physiographic features. A description of the process of defining and delineation of Environmental Corridors is set forth in the *Southeastern Wisconsin Regional Planning Commission's Technical Record, Volume 4, No. 2*.

**Erosion Control Plan** means a written description and detailed site plan of best management practices designed to meet the requirements of the Waukesha County Construction Site Erosion Control Ordinance submitted by the applicant for review and approval by the Waukesha County Land Conservation Division.

**Financial Guarantee** means a performance bond, maintenance bond, surety bond, irrevocable letter of credit, or similar guarantees submitted by the permit holder to assure that the requirements of an ordinance are carried out.

**Holding Tank** means the approved watertight receptacle for the collection and holding of sewage.

**Land Development Activity** means the construction of buildings, roads, parking lots, paved and unpaved storage areas, patios, seawalls and similar facilities, but not including general maintenance of parking lots and drives.

**Land Disturbing Activity** means any man-made change of the land surface including removing vegetative cover, demolition, excavating, filling and grading but not including agricultural land uses such as planting, growing, cultivating and harvesting of crops; growing and ending of gardens; and harvesting of trees, and tree nurseries.

**Land Division/Subdivision Control Ordinance** means the Ordinance adopted by a municipality to regulate the division of land.

**Mandatory Maintenance Program** means the septic tank maintenance program that requires septic tanks and lift pump tanks to be pumped and inspected at least once every two years for properties that had sanitary permits issued on July 1, 1979 or thereafter.

**Minor Land Division** means (in areas under the jurisdiction of the Waukesha County Shore land and Floodland Subdivision Control Ordinance) a division of land which results in one or more parcels of 20 acres each or less in area other than a subdivision as defined herein. A residual parcel resulting from the division of land which contains less than 20 acres of are shall be included in the minor land division. In all other areas, refer to the appropriate Land Division/Subdivision Control Ordinance.

**Notice of intent** as it is applied within Chapter NR216 Wisconsin Administrative Code (Storm Water Discharge Permits), means a notification of intention to create a point source discharge of storm water associated with a construction site activity to the waters of the state.

**Permit** means a written authorization to the applicant to conduct land development or land disturbing activities.

**Plan of Operation** means a detailed description of a business operation, including such things as the nature of the business, number of employees, hours of operation, parking, signs, etc.

**Plat of Survey** means a scaled map of a property drafted by a registered land surveyor, showing property boundaries and all of the structures on the property.

**Practical Difficulty** means that circumstance where special conditions affect a particular property and make strict compliance with the dimensional standards of the ordinance regarding area, setbacks, offsets, width, height or floor area ratio unreasonable and prevent a property from being utilized for a permitted purpose in conformance with the use regulations of the zoning district in which the property is located or would render conformity with such restrictions unnecessarily burdensome.

**Preliminary Site Evaluation** means an evaluation that is performed to review building improvements prior to the issuance of a building permit for properties served by a private sewage disposal system.

**Private Sewage System** means a sewage treatment and disposal system serving a single structure with a septic tank and soil absorption field located on the same parcel as the structure. A private sewage system can refer to an alternate sewage system approved by the Department of Commerce including a substitute for the septic tank or soil absorption field, a holding tank, a system serving more than one structure or a system located on a different parcel than the structure.

**Public Road** means a road under the jurisdiction of the State of Wisconsin or a local municipality (county, city, village or town).

**Runoff** means the rainfall, snowmelt, dewatering or irrigation water flowing over the ground surface.

**Site** means the entire area of land disturbing or land development activity.

**Site Plan** means the scaled map showing the boundaries of a property and all of the structures on that property.

**Special Exception** means an authorization, similar to a variance, granted by the Board of Adjustment in those situations specifically set forth in the zoning ordinance as special exceptions. A special exception differs from a variance, in that it does not necessarily require the demonstration of an unnecessary hardship or practical difficulty.

**Standards for Permitting Access** means the ordinance adopted by Waukesha County to regulate access to and work within County Highway rights of way and is administered by the Transportation Department.

**Storm Water Management Measure** means a practice, technique, or measure to reduce the volume, peak flow rate, or pollutants in storm water including, but not limited to structural storm water measures.

**Storm Water Management Plan** means a document that identifies what actions will be taken to reduce storm water quantity and pollutant loads from land development activity.

**Subdivision** means (in areas under the jurisdiction of the Waukesha County Shoreland and Floodland Subdivision Control Ordinance) a division of a parcel or tract of land by the owners thereof for the purpose of transfer of ownership or building development which created three (3) or more parcels or building sites of 5 acres each or less in area; or where the act of division creates three (3) or more parcels or building sites of five (5) acres each or less in area by successive division within a period of five (5) years.

**Subdivision Plat (Preliminary or Final)** means the map prepared by a registered land surveyor, in accordance with *Section 236, Wisconsin Statutes*, to accomplish a division of land resulting in more lots than could be created by a certified survey map. The final subdivision plat is recorded in the Register of Deed's office.

**Unincorporated Area** means those areas which are not located within the boundaries of an incorporated city or village.

**Unnecessary Hardship** means that circumstance where special conditions, which were not self-created, affect a particular property and where, in the absence of a variance, no feasible use can be made of the land.

**USDA** means the United States Department of Agriculture.

**Variance** means the authorization granted by the Board of Adjustment to construct or alter a building, land or structure in a manner that deviates from the dimensional or numerical standards of this ordinance. The issuance of a variance shall not have the effect of allowing a use of property otherwise prohibited and shall not allow the intensification of a use which would otherwise not be allowed other property having a similar condition or situation. Such variance may not allow for a use which is not allowed in the Zoning District in which the property is located.

**Waters of the State** means those portions of Lake Michigan and Lake Superior within the boundaries of Wisconsin, all lakes, bays, rivers, streams, springs, ponds, wells, impounding reservoirs, marshes, water courses, drainage systems and other surface water or groundwater, natural or artificial, public or private within the state or under its jurisdiction, except those waters which are entirely confined and retained completely upon the property of a person.

**Waukesha County Licensing Ordinance** means the ordinance adopted by Waukesha County in *Waukesha County Code, Chapter 17 - License and Taxation* to protect the public health and safety of citizens by licensing food and recreational facilities thereby maintaining high quality of life.

**Waukesha County Sanitary Ordinance** means the ordinance adopted by Waukesha County in *Waukesha County Code, Chapter 28 - Water and Water Quality* requiring a sanitary permit for any initial, modified, additional or replacement private sewage system to properly site the private sewage system to provide long term sanitary sewage disposal and protection of ground water.

**Waukesha County Shoreland & Floodland Protection Ordinance** means the zoning ordinance administered by the Waukesha County Department of Parks and Land Use - Planning Division, which is in effect in the unincorporated portions of Waukesha County within one thousand (1000) feet of the ordinary high water mark of a navigable lake, pond or flowage; three hundred (300) feet of the ordinary high water mark of a navigable river or stream; or the landward side of the 100 year floodplain, whichever is greater.

**Waukesha County Shoreland and Floodland Subdivision Control Ordinance** means the Ordinance adopted by Waukesha County to regulate the division of land within one thousand (1000) feet of the ordinary high water mark of a navigable lake, pond or flowage; three (300 ) feet of a navigable river or stream; or the landward side of the 100 year floodplain, whichever is greater.

**Waukesha County Zoning Code** means the zoning ordinance administered by the Waukesha County Department of Parks and Land Use - Planning Division, which is in effect in those portions of the Towns of Genesee, Oconomowoc, Ottawa and Vernon which lie outside of the jurisdiction of the Waukesha County Shoreland and Floodland Protection Ordinance.

**Working Day** means a calendar day, except Saturdays and Sundays and State and County recognized legal holidays.

**Zoning Permit** means the permit which is issued by the Department of Parks and Land Use - Planning Division whenever a structure or part thereof is located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered, within the Towns of Genesee, Oconomowoc, Ottawa or Vernon, or within 1000 feet of the ordinary high water mark of a navigable lake, pond or flowage, or 300 feet of the ordinary high water mark of any river or stream, or to the landward side of the floodplain, whichever is greater in any unincorporated areas of Waukesha County.

## Fee Schedule

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### Department of Parks and Land Use - Environmental Health Division

#### SANITARY PERMIT

Sanitary System Type	Permit Fee
Large System: (8,000 gpd or greater)	\$ 1,000
Large System: (5,000 less than 8,000 gpd)	\$ 900
Large System: (3,000 less than 5,000 gpd)	\$ 800
Mound Type POWTS: (less than 3,000 gpd)	\$ 705
At-Grade Type POWTS: (less than 3,000 gpd)	\$ 705
Sand Filter & Drip Line Effluent Type: (less than 3,000 gpd)	\$ 705
Experimental POWTS: (less than 3,000 gpd)	\$ 705
Inground Pressure Distribution System: (less than 3,000 gpd)	\$ 400
In-ground Soil Absorption (non-pressurized): (less than 3,000gpd)	\$ 305
Holding Tank	\$ 500
System Remediation	\$ 200
Sanitary Permit Transfer/Renewal	\$ 100

## *Fee Schedule*

### **Department of Parks and Land Use - Environmental Health Division**

#### **SANITARY PERMIT FEES FOR RECONSTRUCTION OF PRIVATE SEWAGE SYSTEMS**

Reconstruction: The rebuilding or replacement of a component of a private sewage system in order to:

TYPE	FEE
Remove a clogging layer within the soil absorption portion of a mound system. (Excludes at-grade system types and properties having >3000 gpd daily sewage discharge rate)	\$ 310
Replace a septic tank, pump tank or holding tank due to structural failure	\$192
Replace an existing septic tank, pump tank or holding tank that is undersized with a properly sized tank (includes the installation of an aeration tank)	\$192
Install an additional septic tank, pump tank or holding tank for the purpose of increasing the liquid capacity of the existing tank (includes the installation of an aeration tank)	\$192

## Fee Schedule

### Department of Parks and Land Use - Environmental Health Division

#### REVISED PLANS

REVISIONS INVOLVING	FEE
1) <b>A change in the estimated wastewater flow.* *</b> a. An increase or decrease in the number of bedrooms if residential or daily discharge rate if public.	\$ 30
2) <b>A change in the location of the soil absorption system.* *</b> a. Moving the system from the initial system area to the replacement system area or vice versa where the system is installed at a suitable elevation according to the soil test report and there is not a change in system type. b. Moving the POWTS from the initial system area to the replacement system area or vice versa where there is a change in system type.  c. Moving the POWTS from one area of the property to another area (May involve new soil test, new system design, change in system bottom elevation, etc.)	\$ 30  \$ 30 if Non-Pressurized \$105 if In-ground Pressure* \$410 if Mound, At-Grade, Sand Filter Type or Drip Irrigation*  \$ 100 if Non-Pressurized \$ 205 if In-ground Pressure* \$ 510 if Mound, At-Grade, Sand Filter Type or Drip Irrigation*
3) <b>The system depth (system elevation) changes.* *</b> a. The POWTS was installed at a deeper elevation resulting in additional/deeper soil borings becoming necessary.	\$100
4) <b>The system type changes.* *</b> a. Non-pressurized POWTS type to a pressurized POWTS type.  b. Pressurized POWTS type to a non-pressurized POWTS type.	\$ 105 if Inground Pressure \$ 410 if Mound Type, At-Grade, Sand Filter Type or Drip Irrigation \$ 100
5) <b>Installation of a lift pump tank or dosing chamber.* *</b>	No Charge
6) <b>Reduction in septic tank, lift pump or holding tank capacity.* *</b> (Meets Min. Size Requirements)	No Charge
7) <b>Change in system dimensions.* *</b> a. Increase in the square footage of the absorption cell.. b. Reduction in the absorption cell square footage. (Meets Min. Size Requirements) c. Change in the absorption cell dimensions. (absorption cell to chambers or vice versa where the POWTS type remains non-pressurized)	No Charge No Charge No Charge
8) Moving the location of the structure served by the POWTS.* * * .	No Charge
9) Change in holding tank, septic and/or lift pump tank location or orientation.* * *	No Charge
10) Elimination of a lift pump tank or dosing chamber.* * *	No Charge
11) Addition of additional septic tank, lift pump or holding tank capacity.	No Charge
Note: All of the above require submission of a Sanitary Permit Application, plans and fee if applicable. Certain Private sewage system types (I.E. Pressurized distribution, holding tank, experimental or large systems) may require plan review by the Department of Industry, Labor and Human Relations prior to the issuance of a sanitary permit or revision approval by this Department.	



- \* Fee will remain at \$ 100.00 if the sanitary permit was for a pressurized system design and the same type as originally approved and the permit has not expired..
- \* \* Requires the submission of a sanitary permit application, fees and revised plans.
- \* \* \* Requires the Submission of revised plans or the signing of the inspection report by the responsible plumber.

## *Fee Schedule*

### Department of Parks and Land Use - Environmental Health Division

#### PRELIMINARY SITE EVALUATION FEE

TYPE	FEE
Swimming Pool (Above or Below Ground); Concrete Deck; Wooden Deck; Pole Building; Out Building; Garages (Detached)	\$ 15.00
Building addition and/or remodeling that affects less than (<) 25% of the existing structures Total Gross Area*	\$ 30.00
Building addition and/or remodeling that affects greater than (>) 25% of the existing structures Total Gross Area*	\$ 50.00

\* **Total Gross Area** is determined by taking the square footage of the existing structure, including full basement and habitable attic area. (excludes attached garage)

#### WISCONSIN FUND GRANT PROGRAM

TYPE	FEE
Wisconsin Fund Grant Application Fee	\$ 100.00

## Fee Schedule

### Department of Parks and Land Use - Environmental Health Division

#### RADON TEST KITS

Kits can be mailed upon receipt of payment, or they can be picked up in the Department of Parks and Land Use - Environmental Health Division office.

TYPE	FEE
Short Term Test Kit (4 to 7 day exposure)	\$ 10.00
Long Term Test Kit (exposure up to 1 year)	\$ 15.00

#### LEAD TESTING

XRF Analysis of Paint

TYPE	FEE
Number of Rooms	
1	\$ 20.00
2	\$ 40.00
3	\$ 60.00
4	\$ 80.00
For each additional room tested add \$ 10.00	
Exterior of dwelling	\$ 20.00
Exterior of each out building or garage	\$ 10.00
Fixed cost for inspection	\$ 20.00

#### WATER SAMPLES

TYPE	FEE
<b>Owner Collected Water Sample (Per Test)</b> Bacteriological Test Chemicals (Nitrate, Fluoride, Hardness, Chloride, Iron)	\$ 20.00 \$ 10.00 per Chemical Test
<b>Staff Collected Water Sample</b> Well Evaluation (Bacteriological Test Only) Well and Septic Evaluation (Bacteriological & Chemical Test) Septic Evaluation	\$ 100.00 \$ 100.00 Base Fee plus \$ 10.00 per Chemical test \$ 100.00

## Fee Schedule

### Department of Parks and Land Use - Environmental Health Division

#### Lodging and Recreational Facilities

Facility Type	# of Sites	# of Sleeping Rooms	License Fee	Pre-Licensing Inspection Fee
Hotel (Motel)		05 - 30	\$ 220.00	\$ 110.00
		31 - 99	\$ 270.00	\$ 135.00
		100 or more	\$ 330.00	\$ 165.00
Tourist Rooming House		01 - 04	\$ 150.00	\$ 75.00
Bed & Breakfast		01 - 08	\$ 200.00	\$ 100.00
Public Pool - Year-round			\$ 275.00	\$ 138.00
Public Pool - Seasonal			\$ 220.00	\$ 110.00
Campground	01 - 25		\$ 175.00	\$ 88.00
	26 - 50		\$ 190.00	\$ 95.00
	51 - 100		\$ 215.00	\$ 108.00
	over 100		\$ 265.00	\$ 133.00
Rec/Ed Camp			\$ 190.00	\$ 95.00
Mobile Home Park	01 - 25		\$ 165.00	\$ 83.00
	26 - 50		\$ 180.00	\$ 90.00
	51 - 100		\$ 210.00	\$ 105.00
	over 100		\$ 240.00	\$ 120.00

Dance Hall Letter of Approval	\$ 65.00
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#### Other Fees

Inspection Fee, Temporary Restaurant Licensed by State or another Agent of the State	\$ 25.00
Penalty Fee for Late Payment of License Renewal	\$ 50.00
Fee Charged for Duplicate License	\$ 5.00
Reinspection Fee	One-half License Fee
Partial Inspection Fee One-Fourth	One-Fourth of License Fee

## *Fee Schedule*

### Department of Parks and Land Use - Environmental Health Division

#### Mobile Retail Food Facilities

Mobile retail food facilities not engaged in food processing operations. The annual mobile retail food facility license is based on gross annual food sales.

	License Fee	Pre-Licensing Inspection Fee
Less than \$100,000	\$ 95.00	\$ 48.00
\$100,000 to \$250,000	\$ 125.00	\$ 63.00
More than \$250,000	\$ 150.00	\$ 75.00

Mobile retail food facilities engaged in processing potentially hazardous foods operations. The annual mobile retail food facility license is based on gross annual food sales of all food items sold.

Gross Annual Food Sales	License Fee	Pre-Licensing Inspection Fee
Less than \$1,000,000	\$ 240.00	\$120.00
\$1,000,000 to \$4,000,000	\$ 380.00	\$ 190.00
\$4,000,000 to \$8,000,000	\$ 600.00	\$ 300.00
More than \$8,000,000	\$ 900.00	\$ 450.00

Mobile retail food facility engaged in processing non-potentially hazardous food operations. The annual retail food establishment license fee shall be:

License Fee	Pre-Licensing Inspection Fee
\$ 150.00	\$ 75.00

## Fee Schedule

### Department of Parks and Land Use - Environmental Health Division

#### Retail Food Establishments

***Establishments not engaged in food processing operations.*** The annual retail food establishment license fee shall be based on gross annual food sales.

Gross Annual Food Sales	License Fee	Pre-Licensing Inspection Fee
Less than \$100,000	\$ 95.00	\$ 48.00
\$100,000 - \$250,000	\$125.00	\$ 63.00
More than \$250,000	\$150.00	\$ 75.00

***Establishments engaged in processing potentially hazardous food operations.*** The annual retail food establishment license fee shall be based on gross annual sales of all food items sold.

Gross Annual Food Sales	License Fee	Pre-Licensing Inspection Fee
Less than \$1,000,000	\$ 240.00	\$ 120.00
\$1,000,000 - \$4,000,000	\$ 380.00	\$ 190.00
\$4,000,000 - \$8,000,000	\$ 600.00	\$ 300.00
More than \$8,000,000	\$ 900.00	\$ 450.00

***Establishments engaged in processing non-potentially hazardous food operations.*** The annual retail food establishment license fee shall be:

License Fee	Pre-Licensing Inspection Fee
\$ 150.00	\$ 75.00

***Temporary Retail Food Establishment*** - Operates at a fixed location in conjunction with a single event such as a fair, carnival, circus, public exhibition, anniversary sale or occasional sales promotion.

License Fee	Pre-Licensing Inspection Fee
\$ 85.00	n/a

***On Farm Sales of Retail Foods – The point of sale of regulated food products is the producer's farm.***

License Fee	Pre-Licensing Inspection Fee
\$ 30.00	n/a

## Fee Schedule

### Department of Parks and Land Use - Environmental Health Division

#### RESTAURANTS

**Category 1 restaurant** shall mean a restaurant having individually wrapped, hermetically-sealed single food servings with preparation limited to heating and serving with single serve utensils. Examples: Taverns, motels and amusement arcades.

**Category 2 restaurant** shall mean a restaurant which may serve potentially hazardous food where there is a rapid turnover between food preparation and food service. Holding of hot and cold potentially hazardous food is restricted to single meal service. Examples: Fast food restaurants, submarine sandwich restaurants, pizza parlors, taverns with grills and coffee shops.

**Category 3 restaurant** shall mean a restaurant serving potentially hazardous foods that require extensive food preparation, which may include manual handling, cooling, reheating, holding of hot and cold potentially hazardous food, transportation of hot or cold ready-to-eat meals, and preparation of foods several hours or days before service. Examples: Full menu restaurants, caterers, delicatessens and institutional food service.

**Temporary restaurant** means a restaurant that operates at a fixed location in conjunction with a single event such as a fair, carnival, circus, public exhibition, anniversary sale or occasional sales promotion, anniversary sale or occasional sales promotion.

**Additional food preparation facility** means an additional complete food preparation facility in the same building as the primary licensed food preparation facility.

Type of Restaurant	License Fee	Pre-Licensing Inspection Fee
Category 1	\$ 100.00	\$ 50.00
Category 2	\$ 280.00	\$ 140.00
Category 3	\$ 370.00	\$ 185.00
Temporary Restaurant	\$ 85.00	n/a
Additional Food Prep. Facility in same building	\$ 50.00	n/a

#### Mobile Restaurants

Type of Mobile Restaurant	License Fee	Pre-Licensing Inspection Fee
Category 1	\$ 100.00	\$ 50.00
Category 2	\$ 280.00	\$ 140.00
Category 3	\$ 370.00	\$ 185.00
Type of Service Base	License Fee	Pre-Licensing Inspection Fee
Service Base (Category 1)	\$ 100.00	\$ 50.00
Service Base (Category 2)	\$ 280.00	\$ 140.00



Service Base (Category 3)	\$ 370.00	\$ 185.00
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# Erosion Control & Stormwater Mgt. Plan Review Fees

Waukesha County Department of Parks & Land Use –Land Resources Division

Projects	Fee
One & Two Family Residences	\$ 120.00 per dwelling
Multi-Family Residences (3 or more families/unit)	\$ 200.00 minimum + \$ 15.00 per unit <i>(maximum fee of \$1,100)</i>
Subdivision Plats	\$ 350.00 + \$ 20.00 per lot <i>(maximum fee of \$1,100)</i>
Commercial, Retail, Industrial & Manufacturing Buildings/Developments (includes Storage units)	\$ 400.00 minimum + \$ 50.00 per acre >2 acres
Golf Courses	\$ 500.00 minimum + \$ 5.00 per acre for each acre greater than 120 acres
Utilities (>300 lineal feet)	\$ .07 per foot <i>(Exempt if plowed in <u>and</u> not in channel flow)</i>
Miscellaneous Grading or Building Projects: ➤ Grading /filling 15 yd <sup>3</sup> or more within shoreland & floodplain zoning jurisdiction; ➤ Grading/filling 400 yd <sup>3</sup> or 3000 ft <sup>2</sup> or more outside of shoreland zoning jurisdiction; ➤ Access roads to minor land divisions; ➤ Accessory buildings & other structures; or ➤ Ponds	\$ 75.00 per project

## Additional Fee Notes:

- Projects subject to a permit that begin prior to obtaining a permit will be charged double the above noted fees.
- Projects that submit multiple incomplete plans may be charged an additional \$ 50 per review.

Effective 1/1/02

## ***Fee Schedule***

Effective 1/2/2004

### **Department of Parks and Land Use - Planning Division**

ZONING PERMITS	FEE
Accessory Buildings	\$45.00
Decks, Patios, Signs, Pools	\$45.00
Remodeling and/or Addition Principal Structure	\$90.00
New Residences	\$80.00
New Industrial & Commercial Buildings	\$125.00
Seawalls	\$75.00
Sewer Reduction	\$50.00
Multi Family - 2 or more units - per unit	\$50.00
Minor Grading	\$80.00
Change of Use, Site Plan, Plan of Operation	\$125.00
Conditional Uses	\$300.00
Quarry, Clean Fill Sites	\$450.00
Planned Unit Development + \$10/unit	\$350.00
Multi-Family/Condos + \$10/unit	\$350.00
Zoning Amendments	\$375.00
Board of Adjustments	\$350.00
Subdivision Plat Forwarding	\$50.00
Subdivision Review Fees - Preliminary +\$12/lot	\$450.00
Subdivision Review Fees - Final	\$175.00
Subdivision Review Fees - CSM	\$110.00
Subdivision Review Fees - Resubmittal	\$110.00
Development Plan Amendment Proposal	\$250.00

Inspection fees in above rates include basement groundwater inspections. No shows by owner or representatives and is-built or after-the-fact permits including Conditional Uses, Zoning Amendments, and Board of Adjustment activities will be double the base fee.

## *Fee Schedule*

### **Public Works Department**

#### UT I L I T Y   P E R M I T S

TYPE	UNI T	APPLI CATION	I NSPECT I ON
Excavate in Pavement	First      200' Additional 1000'	\$ 45	\$ 150 \$ 130
Excavate or Plow in ROW	First      200' Additional Mile	\$ 45	\$ 95 \$ 95
New Poles	Each	\$ 45	\$ 95
Re-application		\$ 45	n/a

#### DRI VEWAY   P E R M I T S

TYPE	UNI T	FEE
Single Family, Farm With culvert Without culvert	Each Drive Each Drive	\$ 300 \$ 125
Commercial, Industrial, Apartments, Institutional	Each Drive	\$ 475
Commercial/Industrial (100,000 sq. Ft. gfa)	Each Drive	\$ 475
Subdivision	Each public street	\$ 475
Re-application		\$ 65
Other Driveway Work (no culvert)		\$ 45

## Reference Material Available

### Department of Parks and Land Use - Planning Division

ITEM	INCLUDES TAX	TAX EXEMPT
Street Atlas	\$16.50	\$15.70
Street Atlas Pages	\$ 1.50	\$ 1.43
Large Township Map (1"= 1000')	\$ 6.50	\$6.19
County Base Map (1" = 1 mile)	\$ 6.50	\$ 6.19
Large Town Zoning Map (1" = 1000')	\$ 6.75	\$ 6.43
Small Town Zoning Map (1" = 2000')	\$ 3.00	\$ 2.86
County Code and Shore/Floodland Map	\$ 6.00	\$ 5.71
Plat Book	\$35.00	\$33.30
Aerial Photographs	\$ 8.00	\$ 7.62
Topography Map (1" = 200') 5' Contours	\$ 5.00	\$ 4.76
Topography Map (1" = 200') 2' Contours	\$12.00	\$11.43
USGS 7.5' and 15' Quadrangle Map	\$ 6.00	\$ 5.71
Lake Maps	\$ 3.00	\$ 2.86
Street and Highway Width Map	\$ 5.00	\$ 4.76
Supervisory District Maps	\$ 3.00	\$ 2.86
Waukesha County Zoning Code (No Maps)	\$12.00	\$ 11.43
Shore/Floodland Protection Ordinance	\$12.00	\$ 11.43
Shore/Floodland Subdivision Ordinance	\$ 8.00	\$ 7.62
Copies (per page)	\$ .15	\$ .14
Floodplain Determination	\$35.00	\$33.30
Wetland Maps	\$ 6.00	\$ 5.71
County Development Plan	\$ 10.00	